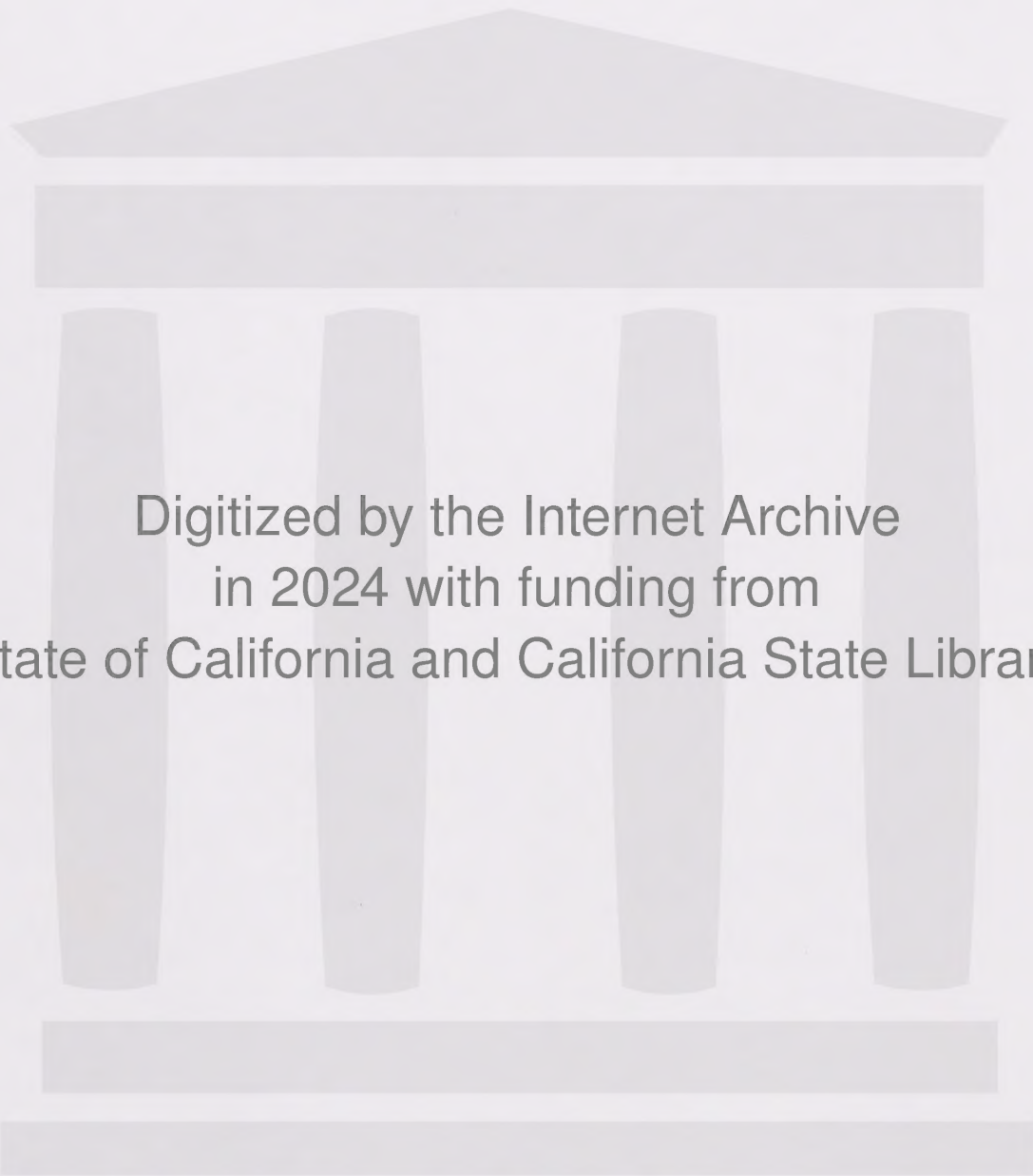


# EMERGENCY OPERATIONS PLAN



Office of The Mayor      Emergency Services  
CITY & COUNTY of SAN FRANCISCO

## Volume II



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# City and County of San Francisco

OFFICE - EMERGENCY SERVICES



EOPM

July 14, 1989

## MEMORANDUM

To: Holders, San Francisco Multi-Hazard Functional Plan

From: Thomas H. Jenkin, Director

Subject: Change to Multi-Hazard Functional Plan

A change to the City and County of San Francisco Multi-Hazard Functional Plan (Old name: City and County of San Francisco Emergency Operations Plan) is enclosed.

Please remove pages listed in the column headed "REMOVE PAGES" and in their places insert the pages listed in the column headed "INSERT PAGES."

### REMOVE PAGES

Transportation Annex .....  
S.F. Emergency Operations  
Plan, Dated July 1980

Engineering Annex .....  
S.F. Emergency Operations  
Plan Dated 3/81 & Rev. 11/84

### INSERT PAGES

Annex H, Movement Operations  
(sequence page numbers  
H1 - H67)

Annex J, Construction &  
Engineering Operations  
(sequence page numbers  
J1 - J48)

Annex K, Resources and  
Support Operations  
(sequence page numbers  
K1 - KA1.2)

If there are questions regarding the above changes, contact our office on telephone number 441-6020

Enclosures



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EMERGENCY PLAN - ANNEX E  
PUBLIC HEALTH OPERATIONS

Please send any corrections or additions to:

**San Francisco Office of Emergency Services**

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PUBLIC HEALTH OPERATIONS  
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## Annex E

### PUBLIC HEALTH OPERATIONS

#### E.1 Introduction

This annex describes public health operations, assigns responsibilities and provides suggested actions and responses to public health problems associated with natural disasters, technological incidents and nuclear defense emergencies.

#### E.2 Objectives

The overall objectives of disaster public health operations will be to:

- o Provide preventive health and mental health services.
- o Provide food handling and mass feeding sanitation service in emergency facilities.
- o Inspect and advise on general sanitation matters.
- o Coordinate health-related and mental health-related activities among other local public and private response agencies or groups.

#### E.3 Concept of Operations

Disaster public health activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in Appendix E, Hazard-Specific Response.

##### E.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

##### Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOPs) and checklists detailing the disposition of disaster public health resources in an emergency. Such plans and procedures will provide for coordination and communication channels with public and private agencies and organizations of other jurisdictions. Resource listing will also be prepared and maintained current.



### E.3.1 Pre-Emergency Period - cont'd.

#### Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory, tsunami warning, inundation warning, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans, SOPs and resource information, training and assigning additional personnel and taking other feasible measures. Available resources will be mobilized.

### E.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

#### Pre-Impact Phase

Most actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should the city be impacted by an event such as a slow-rise inundation situation, a health-endangering hazardous material incident or nuclear attack.

#### Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people impacted by an event. Examples of such events are: a major earthquake, an inundation, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will be concentrated on responding to potential or actual public health problems.

#### Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention can be given to other priority activities during this phase. This might require a concentration of efforts on sanitation and vector control in and around established mass care facilities and other public health related activities.

### E.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on continuing to provide essential public health services and assisting in recovery operations.

## E.4 Organization and Responsibilities

### E.4.1 City & County of San Francisco

#### City Public Health Coordinator

San Francisco is both a City and County and is designated as an Operational Area. The Operational Area Public Health Coordinator (Director, Department of Public Health or designee) is also the City Public Health Coordinator. Therefore, the functions of these two positions have been combined and are located in Section E.4.2, below. (Refer to Medical Operations Annex D, Section D.4.2, for a description of related medical responsibilities.)

#### Mosquito Abatement Districts

San Francisco has no mosquito abatement districts. Mosquito and other vector control programs are managed by the Bureau of Environmental Health of the Department of Public Health.

#### County Agricultural Commissioner

Provides assistance with emergency vector control and dead animal disposal.

#### American Red Cross

Provides supplementary medical, nursing aid and other health services upon request and within capability.

A listing of organizations locally available to support disaster public health operations is denoted in Enclosure E-1, Supporting Organizations and responsibilities.

### E.4.2 Operational Area (City & County of San Francisco)

The Director, Department of Public Health, or designee, will serve as the Operational Area Public Health Coordinator and will have City-wide responsibility for providing, or coordinating the provision of mental health, public health and sanitation services. The individual may also, by prior agreement (City & County of San Francisco is signatory to the California Disaster Mutual Aid Agreement), support a multi-county emergency public health program adapted for disaster purposes. The Operational Area Coordinator will submit requests for support and other relevant information to the Mutual Aid Region 2 Disaster Medical/Health Coordinator.

Specific responsibilities of the Operational Area Public Health Coordinator include:

- o Provision of mental health services, including clinical support

#### E.4.2 Operational Area (City & County of San Francisco) - cont'd.

- for persons at mass care shelters, Disaster Assistance Centers (DACs) and rescue operations.
- o Preventative health services; including the control of communicable diseases.
- o Systematized inspection of health hazards in damaged buildings.
- o Provision of self-contained chemical toilets and other temporary measures for the sanitary disposal of human waste and other infected refuse.
- o Detection and identification of possible sources of contamination dangerous to the general physical and mental health of the City.
- o Inspection for purity and usability of vital foodstuffs, water, drugs and other consumables.
- o Food handling and mass feeding sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding and facilities.
- o Inspection and advice on general sanitation matters.
- o Adequate sanitary facilities in emergency shelters.
- o Mosquito and other vector control.
- o Coordination of health-related activities among other City public and private sector response agencies or groups.

#### E.4.3 Mutual Aid Region 2

The State Office of Emergency Services (OES) Mutual Aid Region 2 Disaster Medical/Health Coordinator will be responsible for coordinating disaster public health operations and support requirement within the Region and will submit requests for support and other relevant information to the State Director of Public Health.

#### E.4.4 State

The Director, State Department of Health Services, serves as State Director of Public Health and will have the overall responsibility for coordinating statewide disaster public health operations and support requirements.

The following state agencies have varied capabilities and responsibilities for providing support to disaster public health operations.

##### Department of Health Services

Primarily responsible, under the State Director of Public Health, for the administration and coordination of a statewide disaster public health program which includes coordinating, supervising, and assisting as necessary, those essential services required to:

- o Assure availability of safe drinking water.
- o Prevent and control communicable disease.



#### E.4.4 State - cont'd.

##### Department of Health Services - cont'd.

- o Provide technical assistance in the safe operation of sewage collection, treatment and disposal.
- o Assure prevention and control of vectors, including flies, mosquitos rodents and other disease-transmitting insects and animals.
- o Assure safe management of hazardous wastes, including handling, transportation and disposal.
- o Ensure safety of emergency supplies of food, drugs, medical devices and other products.
- o Ensure rapid restoration or replacement of facilities for processing, storing and distributing food, drugs, medical devices, cosmetics and other products.
- o Rapidly establish measures to mitigate damage to public health from radiological accidents, including safety criteria for recovery, re-occupance and rehabilitation of contaminated areas.
- o Provide support to the California Air Resources Board in carrying out the public health aspects of the California Air Pollution Emergency Plan.

##### Department of Food and Agriculture

- o Administers programs for the control and eradication of diseases, pests or chemicals affecting animals, poultry or crops.
- o Provides information on the protection of human and animal food contamination by harmful residues or chemicals.
- o Provides entomological and veterinary assistance in support of emergency operations.

##### Air Resources Board

- o Develops plans to prevent substantial endangerment to the health of persons by anticipating and preventing or abating air pollution emergencies.
- o Coordinates the execution of air pollution emergency plans with County and Regional Air Pollution Control Districts, State OES and other public agencies.
- o Coordinates the monitoring of air quality and issues bulletins consistent with public safety as required by the Department of Health Services.

##### State Water Resources Control Board

Assures safe operations of sewage collection, treatment and disposal systems; and provides water quality advice and support to emergency operations.

#### E.4.4 State - cont'd.

##### Solid Waste Management Board

Assures proper disposal of solid wastes.

#### E.4.5 Federal

The Department of Health and Human Services, operating under its own statutory authority or following a Presidential Declaration on an EMERGENCY, may provide disaster public health services.

##### Public Health Service

Has the primary federal responsibility for activities associated with health hazards resulting from emergencies and will:

- o Assist state and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies; adequate sanitary systems, rodent, insect and pest control; care of sick and injured; and control of communicable disease.
- o Assign professional and technical personnel to augment state and local forces.

##### Food and Drug Administration

Works with state and local governments in establishing public health controls through the decontamination or condemnation of contaminated food and drugs.

#### E.5 Policies and Procedures

1. If a local situation requires the regulation of the San Francisco Department of Public Health in accordance with Section 207 of the Health and Safety Code, the State Department of Health Services will notify the appropriate health officer accordingly and assume control of local public health functions.
2. If local resources (both public and private sector) are inadequate to cope with the situation(s), required support will be requested through the OES Mutual Aid Region 2 Office. If the requirement cannot be met through resources available within the counties in the Region; Region 2 will request assistance from the State headquarters, OES Sacramento, who will forward the request to the State Department of Health Services for assistance.

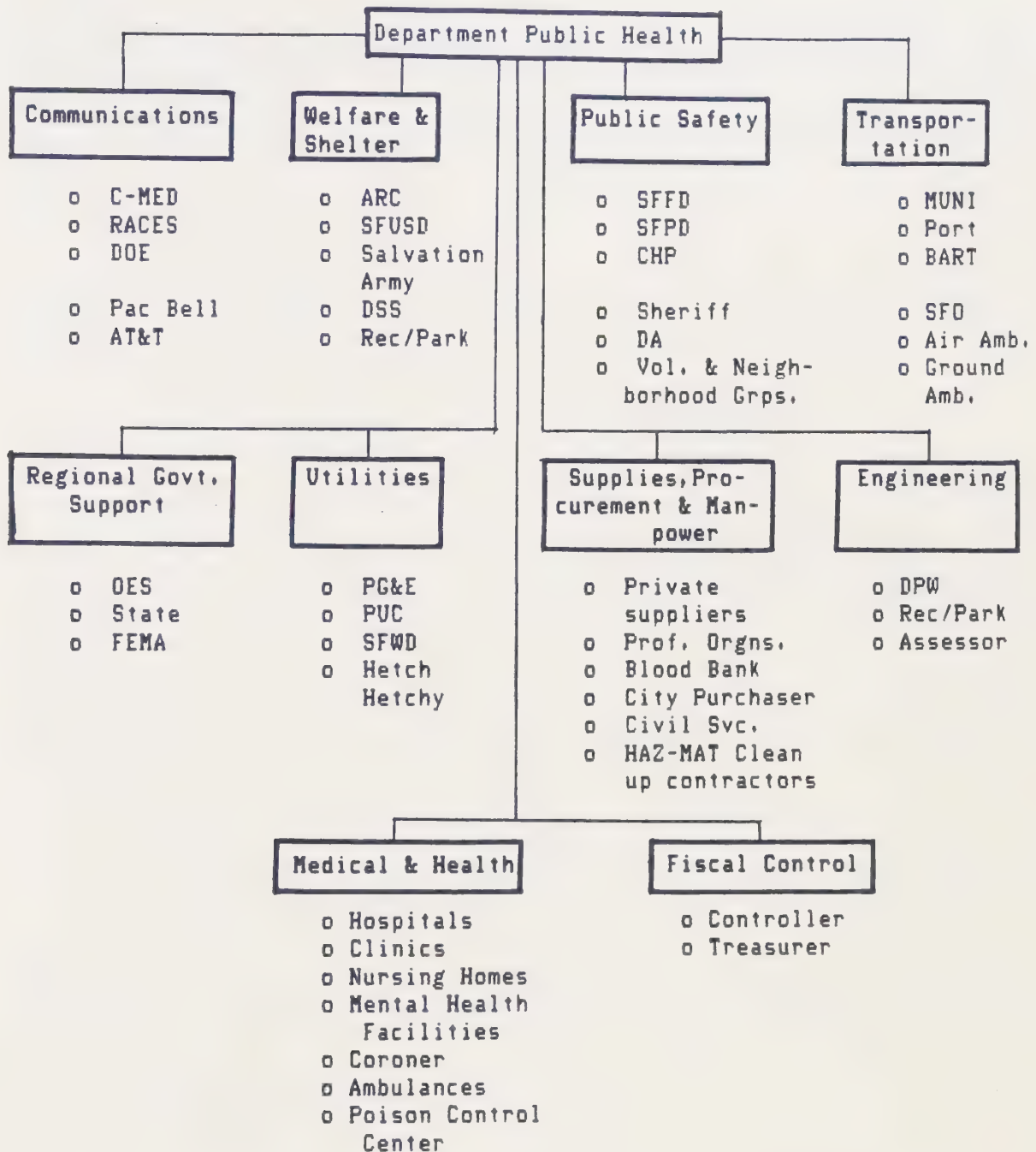
E.5 Policies and Procedures - cont'd.

3. The provision of federal resources prior to a Presidential declaration of an EMERGENCY is justified where prompt action is essential for the protection of life and property. After a Presidential declaration is made, and upon instructions from the Region Director, Federal Emergency Management Agency, Federal agencies will make their resources available to support local and state emergency public health and sanitation efforts.
4. See Enclosure E-2 for specific considerations associated with public health operations in the event of a major disaster.





SUPPORTING ORGANIZATIONS & RESPONSIBILITIES





## Enclosure E-2

### MAJOR DISASTER - PUBLIC HEALTH CONSIDERATIONS

This enclosure outlines considerations which may be necessary following a major disaster to ensure a level of sanitation adequate to prevent the spread of disease. Vectors and the main diseases they spread are discussed so that they can be kept in check before their numbers become hard to control.

#### 1. Water Supply

If no restrictions have been placed on the supply of water, an estimate of 100 liters/person/day for all uses of water except construction should be provided. A breakdown by facility can be assessed as follows:

- o First aid stations, 40 - 60 liters/person/day.
- o Mass feeding center, 20 - 30 liters/person/day.
- o Housing and shelter, 15 - 20 liters/person/day.

Once the actual water requirements of the City have been estimated, sources to meet the needs will have to be located, in coordination with the San Francisco Water Department. The municipal system, the private systems of industry, springs, wells and surface waters are potential sources that may be tapped. If these sources are determined to be insufficient to meet demands, rationing will have to be initiated.

While potable water from the sources already identified will be used first, methods of treatment of nonpotable water should also be established. The following two methods are recommended:

1. Disinfection - This method should be used on all water. It is accomplished by Tincture of Iodine, chlorination or boiling.
2. Coagulation - This method should be employed along with disinfection in the treatment of surface waters and is accomplished by chemical addition or chemical filtration.

To make sure that water quality is maintained at a safe level for consumption, four tests of quality should be performed, as follows:

1. The residual chlorine test.
2. The coliform bacteria test.
3. The H-ion concentration test.
4. The type of alkalinity test.

Procedures for all these tests are found in Standard Methods of Water Quality, American Public Health Assn. (APHA), 13th edition, New York, New York, 1985.



## 2. Waste Disposal

To accommodate the increased population in reception areas, human waste disposal units may have to be built. Sanitarians should inspect and supervise the construction of these units for the following three reasons: 1) these sites are fly-breeding areas, 2) the incidence of disease caused by enteric and helminthic organisms could increase at these sites, and 3) soil or water might be contaminated if the units are poorly constructed.

Four different types of excreta disposal units can be installed. They include 1) deep trench latrines, 2) pit privies, 3) mobile latrines or chemical toilets, and 4) urinal or borehole latrines.

## 3. Solid Waste Disposal

Most solid waste will accrue at the mass feeding facilities, with organic wastes being of particular concern to public health officials. At all facilities, organic and inorganic wastes should be collected and stored separately. Organic wastes will require heavier, washable watertight containers with tight-fitting lids. When deciding upon types of containers and upon methods of collection, the following should be considered:

- o Four containers will be needed per 100 people at mass feeding facilities.
- o Containers should always be stored outside buildings.
- o Plastic bags may be used for storage but only for short periods.
- o Garbage collection from mass feeding centers should take place daily.
- o Garbage trucks with a 10 cubic meter capacity, manned by one driver and two helpers, can serve 6,000 people if three trips are made to the disposal area daily.

Four methods of disposal are presented; they will have to be expanded to take care of the increased volume. The methods include sanitary landfills, burial, incineration and open dumping.

1. Sanitary landfills - These are the best option. In the case of landfills, refuse should be compacted, covered with earth and then compacted again.
2. Burial - This is the next best option. Like the sanitary landfill, it involves covering the refuse at the end of the day.
3. Incineration - This method can be used if the first two options are impractical or inadequate for the existing volume of garbage (pathogenic materials from hospitals or infirmaries must be burned).
4. Open dumping - This method is to be discouraged and will be allowed only in extreme cases. Open dumping refuse should be hauled to the dump sites, burned and covered where possible to deter rodents and flies. Cans should be crushed because they provide excellent breeding grounds for mosquitoes.

#### 4. Mass Feeding Services

Several aspects of the food delivery system will need supervision to prevent the spread of disease and the spoilage or waste of food. Some of the most important aspects are:

- o Quality control of incoming foods in order to detect spoilage or contamination.
- o Quality control of water supplied to food preparation centers.
- o Provision for proper storage and cooking of food.
- o Provision for proper disposal of solid and liquid wastes.
- o Provision for proper washing and sanitizing of utensils.
- o Supervision of food preparation and serving.
- o Supervision of cleaning of all food handling and serving areas.
- o Control of insects and rodents in food stores, kitchens and eating area.
- o Management of personnel, including training, health checks and assignment at sanitary facilities.

Due to the increase of population in reception areas, feeding facilities will be in great demand. Those facilities in existence will have to be used to their maximum capacity and additional mass feeding centers may even have to be created. Maintaining cleanliness and sanitation standards will be of the utmost importance. All sections should be kept clean and disinfected and only potable water should be used in the feeding centers. In addition to this, three separate basins (one for personal use, one for the cleansing of cooking utensils and dishes and one for the washing of fruits and vegetables) should be set up. All sinks should be provided with detergents, access to boiling water and organic waste containers where grease food scraps can be deposited. Dishes should be immersed in boiling water for five (5) minutes.

Food handlers must practice good hygiene and be without boils, sores, or any communicable disease. To ensure this, medical examinations should be conducted for all handlers. Food handlers should also attend a brief training session which stresses personal cleanliness and which emphasizes the washing of hands and the wearing of special garments for food preparation. Food handlers should be instructed not to sneeze or cough near food.

With the exception of foods being used the same day, all foods should be kept in fly-proof containers. If there is inadequate refrigeration, perishables must be brought to the center daily. Raw vegetables or soft-skinned fruit should not served at the centers.

#### 5. Vectors

Control of vectors is particularly important. Although vectors are currently present in virtually every environment, they can become a serious spreader of diseases under crowded, less sanitary conditions. Common

## 5. Vectors - cont'd.

vectors that transmit disease through biting, skin infection or food or water pollution are listed in the table below:

Vector	Main Diseases
Cockroaches . . . . .	diarrhea, dysentery, salmonellosis
Cone-nosed bugs . . . . .	Chagas' disease
Bedbugs . . . . .	severe skin inflammation
Houseflies . . . . .	conjunctivities, diarrhea, dysentery typhoid fever
Lice . . . . .	skin irritation, pediculosis, endemic typhus, relapsing & trench fever
Mosquitoes . . . . .	malaria, yellow fever, dengue dil- ariasis viral encephalitis
Ticks . . . . .	rickettsial fever, tularemia, relap- sing fever, viral encephalitis
Rodents . . . . .	salmonellosis, rat bite fever, lep- tospiriosis, medidosis
Rodent fleas . . . . .	endemic typhus, bubonic plague
Rodent mites . . . . .	richettsial pox, scrup typhus

Mapping rodent harborages will help determine the extent and location of infestations. It is also useful in estimating the probability of disease, the possibility for people being bitten and the possibility of property or food being damaged. Mapping is one preventive measure that allows sanitarians to begin control measures before disease outbreak occurs.

If allowed to flourish, mosquitoes can also create health problems. They are often found near water supplies and in empty discarded tin cans. Examples of fly-breeding areas which should be mapped are disposal sites, surface toilets and dumps. It should be noted that temperatures greater than 200 degrees C. are conducive to rapid population increases of flies.

Strategies for rodent control will vary, depending upon whether or not the danger of disease is imminent. If disease is probable, rat runs should be dusted with a rodenticide that eliminates ectoparasites. The dusting should be extended to other areas where rats are found and mass poisonings at dumps and harborages should be conducted. Where no present danger of disease exists, sections where rat control is needed should be prepared so that rat populations can be kept in check. Rats should be deprived of food by intensifying its rapid storage and disposal, by increasing garbage collections and by ensuring adequate waste burial.

## 5. Vectors - cont'd.

Flies may be controlled by applying chemicals in resting and breeding areas, by ensuring sanitation through the proper disposal of organic wastes and by making use of such mechanical means as screening, etc. Cockroaches and ants will be kept in control primarily by cleanliness, although chemical dusting of shelves, garbage cans and latrines will help. Individuals infested with lice, fleas or mites should be dusted weekly with insecticides, inside and outside of clothing, in the hair and in their living quarters.

It should be noted at this point that precautions should always be used in the handling of pesticides, especially where people will be directly exposed. Supervision by sanitarians or other qualified personnel is essential.

## 6. Disinfection

For those who have been exposed to contagious diseases that are life threatening, it is imperative to destroy germs, insects, larvae and eggs. Special facilities will be designated where showers and laundry sections offer complete disinfection. Steam or a 5% formaldehyde solution can be used to disinfect clothing.





ENVIRONMENTAL HEALTH EMERGENCY CONSIDERATIONS

1. FOOD

FOOD CONTAMINATION

During emergencies that may jeopardize the safety of foodstuffs, no foods should be considered safe unless otherwise cleared or released by the Director of Health or his designee.

- o Undamaged metal cans or glass containers of foods that do not require refrigeration during their storage life may be cleared for usage first. The containers may need to be sanitized prior to opening with a chlorine solution of bleach and clear water.
- o In the event of fire and heat damage, all "leakers", swells, "springers" shall be condemned. Re-examination at weekly intervals may be necessary to detect additional damage not immediately apparent.
- o Perishable, refrigerated foods will rapidly become unusable if a power failure occurs. The closest surveillance will be necessary of all commercial food sources during a power blackout or brownout. Perishable foods which are not being maintained at 45 degrees F. or below or above 140 degrees F. shall be condemned.
- o Vegetable and other foodstuffs exposed to the air may become contaminated by radioactivity or chemical agents. Any questionable or exposed foods should not be allowed to be used until examined and cleaned, if practical, otherwise they should be condemned.
- o Other foodstuffs such as dry paper or plastic wrapped foods may be cleared for usage if undamaged. All such commercial foodstuffs should be examined first, before using.
- o Where it is necessary to condemn food, a complete record of quantities, circumstances, location, place of disposal, etc., shall be maintained by each Sanitarian. If there is any question about the safety of large quantities of food, the matter should be discussed if possible or practical with the Health Officer before action is taken.
- o A continuous surveillance of all commercial or governmental food products may be necessary during some emergencies which involve actual or possible power failures, long term contamination or large scale socio-economic disruption. Every effort should be made to utilize all safe food materials. Perishables should be used first, and non-perishables held in reserve.

FOOD CONTAMINATED BY RADIOACTIVITY

In buildings which may be intact after a nuclear accident or attack, foodstuffs will probably be free of contamination. However, they

## 1. FOOD

### FOOD CONTAMINATED BY RADIOACTIVITY - cont'd.

should be monitored by RADEF as a precautionary measure. Personnel handling radioactive materials should wear protective clothing (such as plastic coveralls, rubber gloves, respirators and dosimeters). No foodstuffs showing contamination shall be made available for use until decontaminated. Where decontamination is necessary, see Section 7; "Radiological Safety Guide, Precautions", Enclosure E-3, page 14.

### CONDEMNATION

If there is any question about large quantities of food, the matter will be directed to the Medical Command Post (MCP). When necessary to condemn food, keep a record of quantities, circumstances, and place of disposal, etc.

Be alert against adulteration, such as the use of chemical preservatives and watering of milk. Open foods or food with easily penetrated wrappers near shattered glass should be condemned and destroyed.

### BIOLOGICAL AND CHEMICAL AGENTS

The same instructions will apply in the inspection and salvage of foods contaminated by biological or chemical agents. In general, washable foods can be made safe after biological contamination by washing, and chlorine rinse if possible, and cooking. Chemical contamination may/may not be removable depending on the contaminating agent. In any case, specific information as to the contaminant is necessary.

### FOOD STORAGE

Safe storage of food may present difficult problems due to disruption if electric service. It will be necessary to keep close watch on perishable food products to ensure only those which are safe are used. This rule will apply to unprepared foods as well as left-overs. Wherever food is stored, prepared or served, cold foods shall be kept below 45 F and hot foods above 140 F. Every effort should be made to use all safe perishable food material before spoilage. Non-perishables should be held in reserve for use as needed.

### FOOD PREPARATION

Food will be prepared under many and varied conditions. Preparation shall be done, if possible, in clean areas free of insects, rodents and noxious odors, etc.

## 1. FOOD

### FOOD PREPARATION - cont'd.

#### o Established Kitchens

Normal standards shall govern the operation of such establishments. These may be located in hospitals, schools serving as Mass Care Centers, and the like.

#### o Improvised Kitchens

Kitchens as might be set up at provisional Mass Care Centers will require very careful inspection to avoid health hazards. As far as possible, screens and other protective devices shall be used. These installations might not have refrigeration and will necessitate close supervision over perishable foodstuffs. Reuse of perishable left-overs should not be permitted.

#### o Temporary Kitchens

These would be portable kitchens set up in areas where evacuation was not necessary but fuel and facilities for preparing food are not available. Because many health hazards which are unavoidably a part of such operations, units should be kept to a minimum. When possible, they should use only single service utensils.

#### o Mobile Canteens

These would be trucks/trailers carrying prepared foodstuffs to disasters crews working in the field. In general, they would serve such items as soup, sandwiches and coffee. The food would be prepared in a central kitchen. Service from these units should be disposable single service. Local mobile food trucks could be pressed into emergency service as mobile food centers.

### FOOD SERVING

Only assigned food handlers should serve food. They should be checked for communicable diseases, skin lesions and colds, be generally healthy and cleanly clothed. They should use spoons, forks and other utensils to handle food. If a cafeteria is set up, there should be sneeze boards to protect food. All utensils used in preparing and serving food shall be washed and sanitized in the same manner as dishes.

### DISHWASHING

In general, dishwashing will be one of three modes as follows:



## 1. FOOD

### DISHINGWASHING - con'd.

#### o Machine

Such as may be found in existing hospitals, school cafeterias, etc. Where these and utilities for operations exist, normal operating instructions should be followed. Wash water should be kept at 140° F & rinse water at 180°F. If 180 F water is not available, dishes should be chemically sanitized.

#### o Handwashing

If possible, three sinks should be used; Wash in soap or detergent rinse in clear water; 30 seconds in 180°F water or chemicals.

#### o Improvised Dishwashing

Three longitudinal halves of gasoline drums can be set on iron, stone or brick supports. If possible, there should be some provision for heating. Their use is the same as outlined for hand dishwashing. If the last one of these is kept at 180 F by means of a fire underneath, baskets for dipping dishes and silverware can be improvised from wire fencing or similar materials.

### TOILET FACILITIES

There shall be toilets available for food handling personnel. Between the toilet & food installation there must be facilities for handwashing. If running water is not available, two containers should be used - the first for washing hands, the second as a rinse. Single use paper towels should be provided. Under no circumstances shall multiple use towels be permitted. If paper towels are unavailable, air drying should be used.

### GARBAGE AND REFUSE

Garbage and refuse shall be placed in containers, preferably metal, with tight-fitting lids. They shall be emptied daily and washed if water supply is not limited.

### PEST CONTROL

In addition to screens and protecting food, a vigorous pest control program will be necessary. Sprays and insecticides shall not be used in immediate areas of food preparation and service. Avoid getting on food, utensils or food contact surfaces. [WARNING: All pest control chemicals must be plainly marked & stored safely and away from foodstuffs and utensils. They shall be used only as instructed by a Sanitarian, Agricultural Inspector or equivalently trained personnell]. Policing of preparation or dining areas should be given careful consideration. Food carelessly left on the ground/floors or tables invite vector infestation.

## 1. FOOD

### GARBAGE AND REFUSE DISPOSAL

To maintain a satisfactory environment, frequent garbage collection and disposal are essential. Collection should be by regular collectors with assistance as needed. Disposal may be by land fill or burial. Combustibles, except those which are radioactive, may be burned. All burning should be done without creating a nuisance.

#### o Classifications

- |                       |                                     |
|-----------------------|-------------------------------------|
| + Refuse              | - All wastes except sewage.         |
| + Garbage             | - Wastes which will decay or spoil. |
| + Rubbish             | - Wastes which will not decay.      |
| + Combustible Rubbish | - Wastes which are burnable.        |

#### o Dead Animals

Small animal carcasses may be disposed of as ordinary garbage.

Large animals should be disposed of by:

- + Rendering if plants are operating.
- + Burning with the use of auxiliary fuel such as oil.
- + Burial at least three feet under ground. If death resulted from communicable disease or such is suspected, cover completely with unslaked lime or undiluted household bleach. Erect sign at site, if possible, reading "DEAD ANIMAL".

#### o Radioactive Waste

Only under a major catastrophic disaster will the following be implemented.

- + When burying radioactive wastes, post signs reading "DANGER RADIOACTIVE MATERIALS". Cover wastes with at least four feet of earth.

EVERY EFFORT WILL BE MADE TO MAINTAIN GARBAGE AND REFUSE COLLECTION ON A NORMAL BASIS. IN THE EVENT THAT NORMAL COLLECTION IS PROHIBITED BY CIRCUMSTANCES, LIMITED COLLECTION OF GARBAGE WILL BE ATTEMPTED. IF THE PRECEDING CANNOT BE ACCOMPLISHED, BURY AS DESCRIBED ABOVE IN ALTERNATE THREE (3) UNDER "DEAD ANIMALS".

## 2. HOUSING

The primary objective is to provide shelter for the disaster victims. Existing buildings (i.e. schools, churches, etc.) or improvised tent shelters may be used. Facilities for use as hospitals or Mass Care should be carefully selected. The Red Cross has responsibility for providing and managing temporary lodging; selection of facilities will therefore be its responsibility and for coordinating appropriate use.

### 3. SEWAGE DISPOSAL

The recommended method of sewage disposal depends on whether it is safe for people to go outside their homes (e.g., danger from fallout in the case of nuclear incident or attack). In many home shelters, people would have to use emergency toilets if treatment plants were inoperative and it was not safe to leave the shelter. An emergency toilet should consist of a water-tight container with a tight fitting cover, (e.g., a garbage container, pail or bucket). If the container is small, a larger container, also with a cover, should be available for emptying the wastes. Plastic bags should be used to line the containers.

Each time the toilet is used, pour a small amount of household bleach or creosol into the container to disinfect wastes. When the container becomes filled, contents should be buried in a hole at least two (2) feet deep.

When it is safe to go outdoors, outside toilets should be constructed if normal toilet facilities are rendered inoperable. One of the following emergency disposal methods could be constructed.

#### o Pit Privy

An earth pit privy is a device for the disposal of human waste in a pit in the ground. The pit is covered by a structure affording privacy and shelter & containing a covered seat with an opening into the pit. This is one of the best emergency disposal methods when properly constructed & maintained and should be at the ratio of one space per 25 occupants, properly divided between men and women.

It is essential that the privy be designed and constructed so that the pit can be maintained fly tight (e.g., fly-proof screening over ventilation louvers and self-closing doors). The location of the privy should be such as to minimize danger of contaminating the water supply. The privy should be located at least 50 feet from any water supply. It is ESSENTIAL that these instructions be followed if the unit is to be free of health hazards.

#### o Urine Soakage Pit

The urine soakage pit is a hole filled with gravel and rock. A trough of metal or woodslopes to drain into the pit. The trough and surrounding area should be dosed with Chloride of Lime daily. It is ESSENTIAL that the urine soakage pit be at least 50 feet away from any source of water supply.

#### o Can Privy

The can privy is best suited for use for short periods of time or when no ground is available for alternate toilet facilities. It is



### 3. SEWAGE DISPOSAL

#### Can Privy - cont'd.

the same as a pit privy except uses a can in place of the pit for collection. It should be serviced daily, with used cans picked up and clean cans delivered. Contents go into an operating sewage system or are buried to eliminate nuisances and health hazards. Cans should be thoroughly washed and disinfected after emptying. NOTE: The can compartment and/or structure for the can privy should be built fly tight.

#### o Chemical Toilet

Chemical toilets may be obtained from commercial firms. The building is the same as for a can privy. Chemical toilets should be serviced daily the same as a can privy. Cans must be thoroughly washed and disinfected after emptying. NOTE: The can compartment & structure of the chemical toilet should be fly tight.

### 4. VECTOR CONTROL

#### o Flies

Early removal and proper disposition of all decomposable matter is the best method of fly control. It may also be necessary to use chemical materials such as Baytex, DDVP or Malathion.

#### o Mosquitos

Mosquitos are a warm weather problem where standing water is evident. Elimination of breeding places is the best control. The use of chemicals may be necessary. Also, a light oil applied to standing water is a valuable control measure.

#### o Cockroaches

Good environmental sanitation is the number one control measure. Use of materials of low toxicity should be stressed in areas of food preparation or storage. Highly toxic materials should not be used unless supervised by experienced personnw1.

#### o Rodents

These will become a serious hazard only after several months. Where found, Warfarin is the safest and most effective material to use.



#### 4. VECTOR CONTROL

##### o Ectoparasites

Persons infested with body lice, crabs, bedbugs, etc. should be dusted with pyrethrin or 2% Lindane powder. Be sure to cover the body and clothes thoroughly. DO NOT get this material into eyes, nose or mouth. Methoxychor dusting powder is safe and effective on babies or animals infested with fleas.

A final rinse - after a laundering - in water containing 1 pint of Xylene Emulsion, or Lindane to 10 gal. water leaves a good residual against ectoparasites.

Methyl Bromide in a heat chamber (such as a fruit or walnut drier or other tightly fitting box) can be used for de-infesting clothing and bedding. This may be especially important in widespread scabies infestation. It is to be done only under supervision of a sanitarian or equivalently trained personnel, using proper testing equipment to avoid methyl bromide toxicity.

#### 5. WATER

Every effort will be made during a disaster to coordinate the operations of the Environmental Sanitation Division with those of the San Francisco Water Department, Water Quality Control. The following information is provided for guidance relative to emergency water supply.

##### o Emergency Water Treatment

Water from a treatment plant unaffected by disaster will probably be safe for use. Chlorine content should be checked and samples taken & laboratory checked, if possible, as a precautionary measure. Emergency treatment of water will be found at four levels.

##### 1. At The Home

- + Heat. Boil in a clean container for 5 minutes. Let cool. If taste is flat, pour back & forth between two clean containers for a few times, or stir vigorously with a clean spoon.
- + Chemicals. Ordinary household bleach such as clorox should be added. Mix well and wait 30 minutes before using.

##### 2. At Mass Care Centers

- + Heat as outlined above.
- + Chemical as outlined above.

- A modification of the second method is the Lister Bag. It is made of canvas with push button spigots. Use 3/4 teaspoon of household bleach in clear water or 2 teaspoons in murky water.

## 5. WATER

### o Emergency Water Treatment - cont'd.

3. Water may be hauled in properly cleansed tanks from water treatment points or other safe sources to points of use and distribution. If necessary to obtain water from an untreated source, proceed with chlorine treatment.
4. It may be necessary to use water from wells which have been contaminated by sewage. Wells suitable for rehabilitation should be thoroughly cleaned and disinfected before use.

### o Established Water Treatment Plants

The regulations and techniques which govern normal operation shall continue.

### o Rush Treatment

Use portable chlorinators for this purpose. Flush mains, for five (5) minutes, then flush with 200 ppm chlorine for 5 minutes, then flush with regular treated water @ 1 ppm and proceed as in standard procedure.

### o Major Nuclear Event

In case of nuclear accident or attack there would be the problem of radioactive contamination. Exposed water within "fallout" areas should be carefully checked by RADEF personnel before use. Findings will determine if and when such water is safe for use. NOTE; Radioactivity is most dangerous when taken internally.

Distribution facilities located within fallout of a nuclear burst should also be carefully monitored for residual radiation before water is used. Wells and water in them are not likely to be affected. However, the exposed metal and parts of the well and distributing systems might be contaminated and unsafe for handling. The water, if in closed tanks, reservoir and systems, would probably be safe. However, it must be checked by RADEF before use.

### o Biological and Chemical Contamination

If biological or chemical contamination is suspected or determined, coorective measures will be established after analysis and identification of the contaminant.

## 5. WATER

### o Emergency Water Treatment Units

There are ways of improvising chlorine dosers, known as hypochlorinators. They inject a chlorine solution into the water system and when maintained properly, provide a reliable method for displacement feeders, aspirator feeders, suction feeders and tablet hypochlorinators. When using hypochlorinators, a stock chlorine solution must be prepared to feed into the water.

### o Conservation of Water

Under disaster conditions, rigid conservation of water may be necessary. This includes: ensuring that water outlets are tightly closed and not leaking; possible discontinuance of flush toilets; and careful issuing of water for all personal and domestic usage.

### o Cleaning of Tank Trucks for the Handling & Storing of Potable Water

Tank trucks which have hauled products other than water require special cleaning to ensure removal of objectionable tastes and odors. In the case of gasoline tanks, removal of all gasoline is essential since it is toxic to human beings and contains lead which has a cumulative toxic effect.

IMPORTANT NOTE: Water should not be stored more than 24 hours in tank trucks previously used to haul gasoline. Aluminum tanks, and tanks having plastic or other type organic coatings are often affected by heat or alkaline materials used in cleaning them for storing of water. The owners of such vehicles should be contacted and their recommendations followed with due consideration to the limitations of these materials and coatings.

- + It is a common procedure for petroleum transportation companies to alternately haul oils and gasoline in the same truck. Only in extreme emergency should gasoline trucks be used to haul water. If needed, instructions should be procured from the San Francisco Department Public Health.
- + Trucks which have hauled juices, syrups cooking oils, etc., may also have to be used to haul water. If needed, the cleaning/flushing method should be procured from the San Francisco Department Public Health.

### o Emergency Drinking Water Suppliers

Emergency drinking water supplies can be provided by using water supplied through bottling companies or from local public swimming pools. Where treatment of water is required, the purification facilities of the pools may be considered adequate to purify. There are many private pools within the City which could provide emergency water, if treated in accordance with instructions.

## 5. WATER

TABLE I - DISINFECTION OF CLEAR WATER

<u>Water - Purifying Agent</u>	<u>For each gallon of Water Add</u>
Water - Purifying Tablets (available at drug stores)	4 Tablets
Liquid Household Bleach (5.25% hypochlorite) printed on label	8 Drops
2% Tincture of Iodine (Common household iodine from the medicine chest or first aid packet)	12 Drops

TABLE II - WATER USAGE

<u>Normal Water Usage - Human</u>	<u>Gallons Per Day</u>
In homes with running water each person will use	50 to 100
Drinking and culinary use per person	2 to 4

<u>Fixtures</u>	<u>Gallons</u>
Fill ordinary lavatory	3/4 to 1-1/2
Bathtub	10 to 30
Shower Bath	10 to 20
Flushing Toilet	4 to 6



## 6. SAMPLE MEDIA RELEASES

### o Media Release Procedure

Coordinate all media releases through the Media Center if activated. If Media Center is not activated, coordinate all releases through the Public Information Officer (PIO) at the Medical Command Post.

### o Media Release - Foods Exposed to Flood Waters

" THIS ANNOUNCEMENT COMES FROM THE SAN FRANCISCO COUNTY EMERGENCY COORDINATION CENTER",

" ALL RESIDENTS (specify district) ARE ADVISED TO CHECK ANY FOOD SUPPLIES WHICH MAY HAVE COME IN CONTACT WITH FLOOD WATERS. FOOD EXPOSED TO FLOOD WATERS IS SAFE FOR USE ONLY WHEN IN UNDAMAGED WATER TIGHT CONTAINERS. THE FOLLOWING PROCEDURE SHOULD BE USED:"

" WASH UNDAMAGED WATER-TIGHT CONTAINERS CAREFULLY WITH SOAP AND WATER. IMMERSE THE CONTAINERS IN WATER CONTAINING 2 OUNCES HOUSE-HOLD BLEACH PER 4 GAL. OF WATER FOR ONE (1) MINUTE. NEVER USE CANS THAT ARE SWOLLEN OR LEAKING. FOODS THAT CANNOT BE WASHED OR COOKED THOROUGHLY SHOULD NOT BE USED."

" REPEATING THE MESSAGE, (repeat the above message)

" THIS MESSAGE HAS COME FROM THE SAN FRANCISCO COUNTY EMERGENCY COORDINATION CENTER."

### o Radio Release - Foods Exposed to Fire

Same format.

" DO NOT USE CANS THAT ARE SWOLLEN OR LEAKING - DISCARD ANY CANNED FOODS WITH UNNATURAL ODOR OR TASTE".

### o Radio Release - Food Supplies Post Nuclear Accident or Attack

Same format.

"CAREFULLY SCRUB ALL INTACT WATER-TIGHT FOOD CONTAINERS WITH SOAP AND WATER AND RINSE BEFORE OPENING. DISCARD ANY CANS THAT ARE SWOLLEN OR LEAKING. DISCARD ANY CANS WHOSE CONTENTS HAVE AN UNNATURAL ODOR OR TASTE. DO NOT USE OPEN OR LOOSE FOODS OF ANY KIND UNTIL THEY HAVE BEEN INSPECTED BY THE HEALTH DEPARTMENT."

6. SAMPLE MEDIA RELEASES

o Media Release on Water Purification

" THIS ANNOUNCEMENT COMES FROM THE SAN FRANCISCO EMERGENCY COORDINATION CENTER".

" ALL RESIDENTS OF (specify district(s)), ARE ADVISED THAT THE DISASTER (state kind and location) HAS PROBABLY RENDERED YOUR WATER SUPPLY UNSAFE FOR USE. UNTIL TESTING AND ADEQUATE WATER TREATMENT CAN BE RETORED, IT WILL BE NECESSARY FOR RESIDENTS OF (specify district) TO BOIL OR CHEMICALLY TREAT THEIR WATER. UNTIL FURTHER NOTICE, THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED FOR ALL WATER USED FOR COOKING AND DRINKING:

1. BOIL THE WATER BRISKLY IN A CLEAN CONTAINER FOR AT LEAST 5 MINUTES. ALLOW TO COOL AND STORE IN A CLEAN COVERED CONTAINER. IF THE TASTE IS FLAT, STIR VIGOROUSLY WITH A CLEAN SPOON FOR A FEW MINUTES; or
2. ADD FOUR (4) DROPS OF ANY HOUSEHOLD BLEACH, SUCH AS PUREX OR CLOROX, TO ONE GALLON OF WATER. IF THE WATER IS MURKEY, SIX DROPS PER GALLON SHOULD BE USED. STIR WELL AND ALLOW TO STAND 30 MINUTES BEFORE USING; or
3. OBTAIN DRINKING WATER FROM AN APPROVED PUBLIC SUPPLY. SPECIFIC LOCATIONS WILL BE PROVIDED WHEN THEY ARE AVAILABLE.

REMEMBER TO PRESERVE YOUR WATER SUPPLY. WATER USE SHOULD BE LIMITED TO DRINKING AND COOKING ONLY. WATER CAN BE FOUND IN YOUR HOT WATER HEATER, ICE CUBE TRAYS AND IN TOILET TANKS."

" REPEATING THE MESSAGE", (repeat the above message)

" THIS MESSAGE HAS COME FROM THE SAN FRANCISCO COUNTY EMERGENCY COORDINATION CENTER."

## 7. RADIOLOGICAL SAFETY GUIDE

### ROLES AND RESPONSIBILITIES.

#### DIRECTOR OF HEALTH

The Director of Health is responsible for the development of the Radiologic Safety Program of the Medical and Health Services.

#### DIRECTOR OF THE BUREAU OF ENVIRONMENTAL HEALTH SERVICE

The Director shall develop and coordinate Radiologic Safety Training programs for Environmental Health personnel in coordination with the San Francisco Fire Department and the Office of Emergency Services. (Also see Annex R - Radiological Operations)

- + RADEF refers to Radiological Defense.
- + Radiologic Safety personnel for special training programs and for use as Radiation Detection Instrument Inspectors shall be from the personnel employed in Environmental Health.
- o Service Responsibilities
  - + The Medical & Public Health Services personnel will be directly responsible for instruction, direction and supervision of decontamination of humans, animals, food and food supply.
  - + RADEF monitoring procedures will be carried out by members of the San Francisco Fire Department whenever possible and assisted by other services concerned.
  - + The overall operation is under the supervision of the Environmental Health Staff.
  - + If equipment for area DECONTAMINATION is necessary, the work should proceed as the responsibility respectively of the Transportation Service, Engineering Service, etc. The Toxics Control Management staff of the Bureau of Environmental Health will supervise decontamination activities as well as sanitation aspects including limitation on burning and disposal of equipment, facilities and disposal of debris.
- o Radioactivity Contamination Sources

Numbers of persons may become contaminated with radioactive materials from:

  - + Fallout caused by nuclear accidents or atomic weapons.

## 7. RADIOLOGICAL SAFETY GUIDE

### o Radioactivity Contamination Sources - cont'd.

- + Direct and indirect (i.e. inhalation) contact with a substance in or about industries using radioactive isotopes.
- + Fallout caused by fires in an accident to an industrial nuclear reactor, or a transportation related incident (radioactive material cargo).

### o Choice of Workers To Assist In Decontamination

Anyone assisting in decontamination may receive additional irradiation. It is important to estimate the probable irradiation one might have received from radiation at the time of the nuclear activity accident before considering further exposure. Determine where prospective workers were at the time of possible exposure and type of shielding they had, i.e., inside a building and the type of building, etc

### o Precautions

- + Protective clothing (including rubber boots, gloves, face masks, over-all cover) or improvised protective clothing should be worn, when possible, by workers doing decontamination and disposal. A pitchfork or like tool (long sticks) must be used for handling contaminated articles.
- + Do not use any procedure that puts radioactive material (dust, ashes, etc.) into the air which could be inhaled by victims or workers. Radioactive particles are more dangerous when lodged internally. Do not burn contaminated materials.
- + Be careful of accumulating contamination in vehicles, buildings, or monitoring/cleansing areas.
- + Do not permit intermingling of "clean" persons & those contaminated.
- + Sewage treatment plants should be monitored following a radioactive blast to be sure concentrated radioactive wastes are not beyond permissible limits.
- + Emergency permissible dosage will be followed by referral to the latest published standards.
- + To save a maximum number of lives in WAR-CAUSED radiation casualties, the calculated risk of volunteer workers must be considered and emergency permissible dosage may have to be exceeded.



## 7. RADIOLOGICAL SAFETY GUIDE

- o Summary of Clinical Symptoms of Radiation Sickness - "The Effects of Nuclear Weapons", United States Department of Defense, June 1957.

Time After Exposure	Survival Improbable (700 R or more)	Survival Possible (550 - 300R)	Survival Probable (250 - 100R)
	Nausea, vomiting & diarrhea in first few hours	Nausea, vomiting & diarrhea in first few hours	Possible nausea, vomiting & diarrhea on first day
1st Week	No definite symptoms in some cases (latent period). Diarrhea, hemorrhage, purpura, inflammation of mouth & throat, fever	No definite symptoms, latent period	No definite symptoms, latent period
2nd Week	Rapid emaciation Death (mortality probably 100%)	Epilation, loss of appetite & general malaise, fever, hemorrhage, purpura, petechiae, nose bleeds	Epilation, loss of appetite, and malaise, sore throat
3rd Week		Pallor, inflammation of mouth & throat, diarrhea, emaciation	Hemorrhage, purpura, petechiae, pallor diarrhea, moderate emaciation
4th Week		Death in most serious cases. (Mortality 50% for 450 roentgens)	Recovery likely in about 3 mos., unless complicated by poor previous health or superimposed injuries or infections

- o Estimated medical effects of radiation doses expressed as percentage of working force affected\* (A syllabus for Course 1- Radiological Meter Operator, CDO, RADSAFZ Div., Chaert 4-4, p.4-6).

## 7. RADIOLOGIC SAFETY GUIDE

<u>Dose(r)</u>	<u>Effects for Periods of Time over which</u> <u>Dose is Received</u>					<u>Late Effects</u>
	<u>1</u> <u>Day</u>	<u>3</u> <u>Days</u>	<u>1</u> <u>Week</u>	<u>1</u> <u>Mo.</u>	<u>3</u> <u>Mos.</u>	
0 to 75	0% sick	.....			0% sick	None
100	2% sick**	0% sick	.....		0% sick	None
125	15% sick	2% sick	0% sick	.....	0% sick	None
150	25% sick**	10% sick	2% sick	0% ,	0% sick	None
200	50% sick**	25% sick	15% sick	2% sick	0% sick	Some late effects
300	100% sick** 20% die	60% sick 5% die	40% sick	15% sick	0% sick	Some late effects
450	100% sick** 50% die**	100% sick 25% die	90% sick 15% die	50% sick	0-5% sick	Some late effects
650	100% sick** 95% die**	100% sick 90% die	100% sick 40% die	80% sick 10% die	5-10% sick	Some late effects

\* This table applies to healthy, young adults under usual working conditions. The percentage of fatalities will be decreased with adequate medical treatment. The percentage figures are based on an interpretation of the best current available evidence & may be changed as more information is accumulated.

\*\* Based on NAVMED p. 1330, Army pamphlet No. 8-11, and Air Force Manual, AFM 160-11.

### o Radiological Decontamination Procedures:

When any persons are contaminated or suspected of being contaminated use the following procedures:

- + Attempt to carry out these steps on route of evacuation, away from the source of contamination, but prior to receipt of persons at a hospital, mass care center or other housing facility.
- + Check equipment for function (battery OK, etc.). Check environment to establish "background" levels of radiation.

## 7. RADIOLOGICAL SAFETY GUIDE

### □ Radiological Decontamination Procedures: - cont'd.

- + Line up clients spaced so they cannot touch finger-tips with out-stretched arms in any direction, i.e. six (6) feet apart in lines six (6) feet apart. Contaminated articles (clothes, jewelry, shoes, etc.) should be removed as soon as possible. If they are found free of contamination, they are allowed to enter the clean receiving area and circulate as desirable. When notification is received that contamination is not a problem, monitoring may be dispensed with.
- + Rotate personnel frequently (every 15 minutes) to minimize exposure.
- + Readings will be taken with the detection instrument as close to the body as possible without touching. Care must be taken that instruments be protected with disposable clear plastic bags, with probe or detection surface left exposed.
- + Screen each individual with a radioactivity detection instrument. Monitor rapidly and very close to the body, hair, neck and bare areas as well as outer clothes. IF LARGE NUMBERS OF EVACUEES ARE PRESENT AND MONITORING WOULD TAKE MUCH TIME AND RADIOACTIVE MATERIAL IS PRESENT ON A NUMBER OF THOSE MONITORED, TREAT ALL AS CONTAMINATED AND START DECONTAMINATION.
- + Periodically check equipment and "background" levels.
- + If no detection instruments are available and contamination is definitely suspected, have all suspects disrobe and wash entire body thoroughly. Persons arriving from possibly contaminated areas, whether war originated or from industrial accident, are always suspects of contamination unless instrumentation proves negative. Consider shaving their heads. Take care to cleanse under fingerneals, skin folds, etc. If water is at a premium, wash only exposed body areas. Use minimal amounts of water and contain all water generated. A mild soap solution can be used, BUT DO NOT SCRUB
- + Decontamination of individuals should be done if instrument readings of 200 mr/hr (@/10 r/hr) above background are detected on persons.
- + Assign clean volunteers to collect contaminated, discarded clothing and place in large piles at least 25 feet away from any person. Clearly mark or label the contaminated material. Monitor levels of radiation.

## 7. RADIOLOGICAL SAFETY GUIDE

### o Radioactivity Decontamination Procedures: - cont'd.

- + For cleansing (showering) of persons, have clean volunteers dig ditches 1' x 1' leading to a sump (should be six (6) feet deep) and set up shower devices in rows, e.g. garden hoses, pipes with multiple outlets, etc. (Ascertain that washed-off contaminants will fall into the ditches.) Use soap or detergent if available. When time will permit, re-monitor each person after showering, especially the head-hair. If contamination persists in the hair, shave or clip the hair and rewash the head. Make sure this contaminated material is disposed of into the ditches.
- + Use only monitored cloths or cloths known to have been protected from contamination to dry people or wipe off contaminants.
- + Check points will become increasingly contaminated and the background radiation level is likely to rise with time. This must be taken into account in obtaining readings. It is recommended that when the background reaches about 100 mr/hr, check points should be moved to a less contaminated area.
- + Injured Persons:
  - Persons with injuries or pre-existing illnesses should be segregated as early as possible. Have clean volunteers set aside all sick and injured persons for immediate monitoring. If instrument readings over 40 mr/hr above background are obtained over large body areas, disrobe patients and dispose of their clothes. Take patients to a special area, space them six (6) feet apart and a minimum of 25 feet from clean casualties. First aid may be given first (only as a life saving measure), but preferably after decontamination.
  - Decontamination should be done if instrument readings of 40 mr/hr. above background are detected on patients' bodies after disrobing.
  - Wounds should be carefully checked for contamination. Body cleansing must not allow the water to flow into or over any wound. Clean areas immediately by flushing wounds. Spread edges of wound to stimulate bleeding.
  - Move sick and injured persons to a First Aid Station or other medical care facility only after washing off contaminating dirt, dust, etc., substances.



## 7. RADIOLOGICAL SAFETY GUIDE

### o Radioactivity Decontamination Procedures: - cont'd.

#### + Injured Persons: - cont'd.

- Check points and cleansing facilities should be changed when background readings become 100 mr/hr.
- + In the first two weeks following a nuclear detonation or accident whole blood is only indicated for persons who have had frank hemorrhage not due to irradiation. Plasma, saline and other blood expanders are always indicated for shock and body fluid loss.
- + In the event of a peacetime nuclear accident, complete external decontamination of any persons contaminated shall immediately be done **WHATEVER THE AMOUNT, HOWEVER SLIGHT**, if radioactive contaminants are detected or suspected. All foregoing precautions must be adhered to.

#### Enclosure E-4

### ROLE OF COMMUNITY MENTAL HEALTH SERVICES BACKGROUND, CONCEPTS AND PLANNING FACTORS

Community Mental Health employs approximately 345 civil servants at various sites throughout San Francisco. Most locations are open 8:00 AM to 5:00 PM Monday through Friday; some outpatient clinics are open during the evening. None of the sites are residential.

Mental Health outpatient services area also provided at Health Center V and to a limited extent, at Health Center I.

Additionally, Community Mental Health Services contracts with private providers for services, including psychiatric emergency services. Approximately 70 different locations in San Francisco are contract sites.

These services extend from State Hospital care at Napa to outpatient treatment for children, adolescents, adult and geriatric residents of San Francisco.

CMHS provides services to approximately 20,000 individuals annually. Some services are bilingual, bicultural.

Other than telephones and a MIS/BIS computer system, CMHS does not have communication resources.

Drug supplies are limited to anti-depressant and anti-psychotic medications

In the initial stage of a disaster, CMHS will not be a priority service; any acute psychiatric emergency would be seen at a hospital.

The organization of CMHS disaster response is based on the coordinated use of all civil service personnel. Private contract agencies and professionals whose services logically support/interact with CMHS will be integrated and utilized as necessary.

Working agreements with other professional organizations need to be established.

The CMHS organizational chart is the document upon which the command structure of the disaster response is based.

Conservative estimates indicate 10% of people experiencing a disaster will suffer adverse psychological effects ranging from sub-clinical states of anxiety and depression to post-traumatic stress syndrome. Disturbances are more frequent and more serious when disasters are sudden, unexpected, many injuries and death occur, there is a high potential for recurrence and when the population was at risk prior to the event.

Special attention will be given to high risk populations including children the elderly and the physically handicapped. Additionally, services must be adapted to special cultural and language needs.

Special attention needs to be given to the physical and emotional needs of all disaster workers (medical, public safety, social service, mental health), to avoid debilitating fatigue and burnout.

CMHS will be responsible for coordinating and providing crisis intervention services to people who have been affected by the disaster. Services will be based on the crisis model rather than traditional prolonged therapeutic support. Services will not be "advertised" as mental health services.

It is expected that disaster intervention services will be performed at hospitals, mass care centers, morques and where public safety personnel and search & rescue teams assemble. Services will be provided in different settings during different phases of the disaster. Services may include activities of a non-mental health intervention nature such as distributing food, providing information, etc., to allow for informal and non-threatening contact with disaster victims.

Services to CMHS clients will be resumed to the extent and degree possible following a disaster. It is not expected that all CMHS sites will resume operation. Efforts will be made to protect CMHS records, equipment & supplies and to have CMHS facilities assessed for safety. CMHS will be responsible for keeping logs and statistics in order to conform to State and Federal guidelines for disaster assistance grants and to participate in the local collection of statistics.

## MEDICAL COMMAND POST STRUCTURE

### ORGANIZATIONAL CONCEPTS

- o The organization of the Department of Public Health response is based on the coordinated use of all existing medical care and public health personnel, facilities, equipment and supplies within the City.
- o Organizational assignments of personnel and agencies are as nearly compatible with day-to-day operations and occupations as possible.
- o Liaison with community and professional organizations will be established and maintained.
- o The DPH organizational chart is the document upon which the command structure of the disaster response is based, and functions which need to be performed in a disaster determined the positions needed in the Medical Command Post (MCP).

### DESIGNATED MEDICAL COMMAND POST (MCP) SITES

- o The Medical Command Post (MCP) is the command center for Department of Public Health disaster operations. Because the primary site at 135 Polk St. is vulnerable in a major earthquake, alternate command post sites have been predesignated.
- o The alternate sites have agreed to provide space and accommodations for the Medical Command Post. These sites will maintain their own command structure for management of their internal operations, and their staffs will not be utilized in the MCP structure.
- o An alternate MCP will be activated only if the previously listed sites are not able to function. There is only one MCP and these sites will not be functioning simultaneously. The sites in order of priority for activation are:

#### Primary Medical Command Post Site

Location: 135 Polk Street, 1st Fl. Conference Room and Paramedic Division Operations Room.  
A box of Command Post (CP) supplies is located in the EMS supply closet on the first floor.



## DESIGNATED MEDICAL COMMAND POST (MCP) SITES - cont'd.

### Alternate Medical Command Post Sites

1. San Francisco General Hospital (SFGH),  
1001 Potrero Avenue,  
Location: Room 2A6.  
A box of CP supplies will be located in the disaster closet in Room 2A6.
2. Laguna Honda Hospital,  
375 Laguna Honda Boulevard,  
Location: 1st floor, Administration Area.  
A box of CP supplies will be located in Administration.
3. Health Center #2,  
1301 Pierce Street,  
Location: Conference Rooms 214 & 215, with spillover in Room 213.  
A box of CP supplies will be located in Room 109.  
(NOTE: This site does not have a HEAR radio. Until telephone and radio links can be established, radio communication will be conducted from the Emergency Coordination Center (ECC), if activated, and an extensive runner system will be used. The ECC is only a few blocks from the Health Center at 1003 Turk St.)

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

1. Commander of the Emergency Services Organization of San Francisco.

The Mayor, by authority set forth in the SF Administrative Code, is Commander of the Emergency Services of the City & County of San Francisco. On activation of the City disaster plan, she/he will exercise command of City forces and overall direction and control of emergency operations throughout the City.

2. Emergency Services of San Francisco

Individual departments will have responsibility for the performance of emergency functions which are related to those they perform under normal conditions or as might be assigned.

The Director of Public Health is assigned responsibility for the Medical & Health Service. The mission of the Service is to provide emergency medical care and treatment of the sick and injured and to minimize the incidence of disease under emergency conditions. In a declared disaster the Director of Public Health also has control over all medical resources, both public and private, in the City.

## ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES - cont'd.

### 3. General Health Department Structure & Staffing

The Health Department is required to staff the Emergency Coordination Center (ECC), its own Medical Command Post (MCP) and each of the \*ten Fire Battalion District Headquarters with personel, as might be required or directed.

The Director of Health will staff the Emergency Coordination Center (ECC).

The MCP will serve as the site for Health Department operations. It will be staffed by Health Department division heads and their staffs and appointed representatives from professional community societies or organizations.

### 4. Battalion Fire Districts/Chiefs

The City is divided into ten Fire Battalion Districts. The Battalion Chief in each district at the time the Disaster Plan is activated shall become the primary Emergency Services representative in the district.

The Fire Districts will serve as the operational areas for all departments/services during a disaster. The Battalion Headquarters communicate directly to fire communications which is co-located with the Emergency Coordination Center (ECC).

\* Health Department representatives to each Fire Battalion District Headquarters include one (1) Environmental Health Inspector and one (1) City Paramedic. Their primary function is to gather intelligence and relay information & needs to the MCP, and assist the Battalion Chief in mitigating actions. Depending on the presence or absence of communications or governmental structure and the level of decision-making required at the Headquarters, the Health Department may consider sending more senior personnel to each Battalion Headquarters station.



## Appendix E

### PUBLIC HEALTH OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklist to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- E-1 Response to a Major Earthquake.
- E-2 Response to Hazardous Material Incident.
- E-3 Response to a Reservoir Failure.
- E-4 Response to a Conflagration.
- E-5 Response to a Tsunami Inundation.
- E-6 Response to a Seiche Inundation.
- E-7 Response to a Transportation Accident.
- E-8 Response to Civil Disturbance.
- E-9 Response to War Emergency.
- E-10 Response to Peacetime/Technological Incident.
- E-11 Response to Earthquake Prediction/Advisory





Appendix E-1

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

Pre-Emergency Period

- o Train Civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures & agreements, as necessary, with CMHS contractors, Red Cross, professional societies and suppliers.
- o Review, test and/or revise disaster annually.

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Emergency Period

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS. IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o Establish contact with chain of command; report to Medical Command Post (MCP). (NOTE: The primary MCP is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Determine status of personnel and availability of volunteers.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain log of all activities and actions taken during emergency.
- o Establish contact with CMHS personnel at hospitals, Health Centers, Mass Care Centers to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.
  - + Staff resources.
  - + Assessment of need for psychiatric medications.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd.

Emergency Period - cont'd.

- o Provide necessary coordination with other Emergency Coordination Center (ECC) liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public Safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morgue(s).
  - + Disaster Assistance Center(s).

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Post-Emergency Period

- o Continue to provide services as needed.
- o Assess need for additional services.
- o Turn in log of activities and actions as directed.
- o Phase out emergency procedures, as directed.
- o Apply for federal or state assistance, if available, for recovery period and follow-up support services.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### MENTAL HEALTH CLINICIANS

##### Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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##### Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan or family plan.
- o Establish contact with chain of command for briefing and assignment.  
(NOTE: The primary Medical Command Post (MCP) site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Report to assigned location and obtain briefing from on-site manager.
- o Provide crisis management services and establish a log to document:
  - + Number of victims & families
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Post-Emergency Period

- o Continue to maintain logs and provide status report to chain of command.
- o Phase out emergency activities. (Phase out and work assignments will be at the discretion of the chain of command.)
- o Turn in log of activities as directed.





Appendix E-1

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

CMH - NON-CLINICIANS

Pre-Emergency Period

- o Receive earthquake preparedness training. (OES earthquake briefing is recommended.)
- o Review and update work-site disaster plan annually.

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Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan or family plan.
- o Turn-on battery operated radio and prepare to listen to emergency network broadcasts for instruction to City and County employees.
- o Report to Department of Public Health personnel pool at 101 Grove St. when conditions allow ( or alternate site if designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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Post-Emergency Period

- o Turn-in work log(s) as directed.
- o Return to normal work assignments as directed.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

#### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

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#### Emergency Period

IF LITTLE OR NO DAMAGE IS REPORTED: PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS. IF HEAVY LOCAL DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o Go to the Medical Command Post (MCP), and obtain status report. Be prepared to assume responsibilities of Director of MCP in the absence of the Deputy Director of Operations and the EMS Medical Director.  
(NOTE: The primary MCP site is 135 Folk St, 1st Fl, conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin, Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is unable to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are: Disease Control; Laboratory Services; Health Centers; and Records & Statistics.
- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources & public health needs of the system with staff.
- o Determine best utilization and allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC).



DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Consider activation of City Clinic as a first aid station only if sufficient supplies and staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations and Mental Health components of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Turn-in all records and logs as directed.
- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR - PUBLIC HEALTH LABORATORY

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other laboratories, suppliers, Water Department, and other DPH divisions.

----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

##### Emergency Period

- o Go to Medical Command Post (MCP) and obtain briefing. Primary MCP site is 135 Polk St, 1st Fl. conference room.
- o Assess staffing and capability of laboratories to function - Microbiology Laboratory, 4th floor, DPH; Chemistry-Toxicology Laboratory, Ward 35, Building 30, SFGH.
- o Coordinate with needs of Environmental Health, Toxics and Communicable Disease Control to determine best utilization of laboratory personnel.
- o Consider sending staff to support other labs (e.g., Water Department Lab) if own facilities are not operational and coordinate such action.
- o Analyze water samples for potability (i.e., coliform bacteria); and identify toxic substances as needed.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

##### Post-Emergency Period

- o Phase out emergency services and revert to usual operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in log of activities as directed.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### LABORATORY STAFF

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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##### Emergency Period

- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). Primary MCP site is 135 Polk St, 1st Fl. Conf. Rm.
- o Obtain briefing from Director of Public Health Laboratories or designee.
- o Determine ability of laboratory to function, if not already known, and and notify Director of Public Health Laboratories of lab status.
- o Analyze water samples for potability and identify toxic substances as needed.
- o Notify Director of Public Health Laboratories or designee of laboratory findings.
- o Provide support to Environmental Health, Toxics and Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories (e.g., Water Department Lab) as determined by the Director of Public Health Laboratories or designee.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director of Public Health Laboratories when mutual aid personnel/equipment are no longer needed.
- o Turn in log of activities as directed.





Appendix E-1

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

DIRECTOR - BUREAU OF RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with Coroner, funeral directors, etc.

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Emergency Period

- o Report to Medical Command Post (MCP), obtain briefing and assess needs. Primary MCP site is 135 Folk St, 1st Fl. conference room.
- o Coordinate death registration with Coroner's Office.
- o Register deaths and issue permits for disposition of human remains from 101 Grove St., if intact, or remove to Coroner's Office with key staff to carry on operations. Relocate to nearest intact Health Center if above sites are inoperable.
- o Assign available staff to type short form death certificates on an emergency basis only, using manual typewriters if no power is available. Hand write short forms if no manual typewriters are available.
- o Obtain supplies of death certificates at 101 Grove, Coroner's Office Funeral Director's Offices, Office of State Registrar of Vital Statistics or other county vital statistics officers. Permits will be available at all but Coroner's Office.
- o Bureau Director, Chief Deputy Registrar and Vital Records Supervisor will each supervise one 8 hour period to maintain 24 hour operations.
- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer and others as authorized.
- o Provide certified copies of current death certificates as requested if power for reproduction machines is available.

DIRECTOR - BUREAU OF RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o CURTAIN the following:
  - \* Birth registration.
  - \* Provision of certified copies of birth certificates.
  - \* Provision of non-current death certificates.
  - \* All statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters and those requesting non-current death certificates to the Office of the State Registrar of Vital Statistics.
- o Provide other services as requested by the Director of Public Health Programs.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn-in all logs of activities as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### HEALTH CENTERS ON-SITE ADMINISTRATORS

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radios (AM/FM and walkie talkies) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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##### Emergency Period

- o The most senior person on site is always in charge. (NOTE: The District Health Officer will always assume duties & responsibilities of the Dep. Dir. Public Health Programs at the Medical Command Post (MCP), in the absence of the Deputy Director. (Primary MCP site is 125 Polk St. 1st Fl. conference room.)
- o Survey facility and assess injuries and damage. Evacuate if unsafe.
- o Secure facility. Clear rubble; turn off utilities if obvious smell of gas, exposed wires, etc.
- o Establish communications with MCP and the nearest Fire Battalion Headquarters Station by radio or runners. Provide status reports on a regular basis: condition of structure, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek reports on the surrounding areas from all sources, official and non-official.
- o Set up and maintain a log of activities including date and time:
  - + Messages and responses; departure and return of runner.
  - + Name, sex, age, birthdate of persons seeking cover/safety/first aid, including condition or assistance given.
  - + Personnel, including those reporting in by telephone, if service is in operation.
  - + Facility status.



HEALTH CENTERS ON-SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Prepare battery operated AM radio and flashlights for operation.
- o Coordinate with Medical Command Post (MCP) to determine best utilization of personnel. Assign necessary duties.
- o Coordinate and direct volunteers.
- o Await direction from MCP to declare Health Center as an official first aid station. HC-3 and HC-5 are likely to be opened first. Initiate procedures to officially open as a first aid station if immediate need is perceived.
- o Await direction to perform house to house surveys/outreach/information distribution in support of environmental health operations.
- o Actively seek information on the nearest mass care shelter to relieve any overcrowding at the Health Center.
- o Provide assistance to persons seeking shelter or care; this includes directions to nearest open mass care center.
- o Staff in the field will take necessary safety precautions and will report to HC at the first opportunity by phone or in person. Report to nearest hospital or public facility if unable to reach HC.
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR, DISEASE CONTROL

##### Pre-Emergency Period

- o Review and/or revise the disaster plan at least once each year.
- o Train personnel in their roles and responsibilities, communication options to be used and overall disaster plan as it relates to this particular site.
- o Establish coordinating procedures and agreements with interdepartmental units, i.e. Environmental Health Service and Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Report to the Medical Command Post (MCP) and obtain status report.  
(NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess situations at the three (3) Bureau sites through established communication: City Clinic is designated to open as a 1st aid station only if appropriate staff and supplies can be provided to support acute care operations. ( If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers.)  
(NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH, as needed.
- o Close other Disease Control sites and reassign personnel to support 1st aid operations at City Clinic, as needed.
- o Provide consultation on disease control requests coming into the MCP.

Public Health Operations  
Response to Major  
Earthquake

DIRECTOR, DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assist in the preparation of statements to the public on current status relevant to food, water, or toxic precautions which would be given to the radio and/or TV stations having broadcast capabilities.
- o Initiate system for collecting epidemiological data on injuries and casualties for statistical analysis.
- o Coordinate with Environmental Health and Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DISEASE CONTROL, SITE ADMINISTRATOR

##### Pre-Emergency Period

- o Review, revise and test disaster plan at least once a year.
- o Train site personnel in their roles and responsibilities, communications options to be used, locations of nearest Fire Battalion Headquarters Stations, and overall disaster plan as it relates to the particular work site.
- o Procure and maintain portable AM radios in working condition and train staff in their use.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Emergency Period

- o If the disaster occurs during normal business hours, report to worksite when safe to do so. If the disaster occurs during non-business hours, TE Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center.  
(NOTE: City Clinic is designated as a 1st aid station, provided staff and supplies to support acute care operations can be assigned to the site. If such supplies & staff cannot be obtained, the site will not open as a 1st aid station.)
- o Be prepared to go to the Medical Command Post (MCP) and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Prepare battery operated AM radio and flashlights for operation.
- o Survey facility for injuries and damage. Evacuate all staff and clients if unsafe. Report evacuation to MCP.
- o Establish and maintain communication with MCP and provide status reports on a regular basis. (NOTE: Due to lack of radio communications equipment, use runners to carry messages to the nearest Battalion Fire Station. The information will be relayed to the MCP by radio. The nearest



DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

Battalion Fire Headquarters Station to City Clinic is located at 36 Bluxome St. Staff at TB Ward should use communications capability available at SFGH.)

- o Coordinate with MCP to to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers and supplies). Reassign personnel at Ward 94 to support SFGH operations.
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff.
- o Provide assistance/referral to persons seeking medical care.
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DISEASE CONTROL, SITE & FIELD PERSONNEL

##### Pre-Emergency

- o Review and test disaster plan at least once each year.
- o Receive training in disaster plan content, roles & responsibilities, etc.

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##### Emergency Period

- o Report to your work site during normal business hours, when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 staff should report to SFGH; all others should report to the DPH personnel pool at 101 Grove St., or alternate site if identified in an emergency radio broadcast.
- o Carry out assigned responsibilities; these may include providing back-up to Environmental Health Service or Emergency Medical Service, by participating in house to house outreach programs or assisting with casualty care.
- o Assist in collection of epidemiological data as assigned.
- o Maintain a record of all activities.

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##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment as directed.
- o Turn in all records of activities.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DEPUTY DIRECTOR OF OPERATIONS

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

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##### Emergency Period

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS. IF HEAVY DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

- o Go to Medical Command Post (MCP) and obtain status report. Be prepared to assume responsibility for direction and control of the MCP. ( See checklist for Director of MCP.) (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital; Admin. Area; and Health Center #2, in that order.)
- o Organize Operations component: assign staff as needed if designated persons are not available. The working units are:
  - \* Personnel
  - \* Supplies
  - \* Transportation
  - \* Environmental Health
  - \* Toxics
  - \* Finance
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among the Operations working units.
- o Assess overall resources and public health needs of the system with staff.
- o Procure additional resources needed to support Health Department operations.



DEPUTY DIRECTOR OF OPERATIONS - cont'd.

Emergency Period

- o Determine best utilization & allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC).
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs and Mental Health components of the Department of Public Health.
- o Provide Director of the Medical Command Post (MCP) with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

##### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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##### Emergency Period

- o Go to Medical Command Post (MCP) and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.
- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Personnel from Mass Staging Areas (MSAs) to work sites.
- o Coordinate procurement of vehicles, utilizing MUNI, DPH fleet pool and other public and private sector transport providers with MUNI Railway Transportation Support Services.
- o Coordinate with Supplies Function to obtain fuel, replacement tires, etc

TRANSPORTATION FUNCTION - cont'd.

Emergency Period - cont'd.

- o Coordinate vehicle assignment with priorities as determine by MCP staff.
- o Maintain status board of vehicular assignments, numbers, and availability
- o Fuel status/availability
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency serves and revert to normal operations.
- o Release mutual aid support and private sector personnel/vehicles when no longer needed or as directed.
- o Turn in all activities logs as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR OF PERSONNEL

##### Pre-Emergency Period

Through the DPH Departmental Personnel Officer (DPOs), the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop and implement a training module on earthquake and other disaster preparedness for use during orientation of all DPH employees.
- o Develop and implement a mechanism for supervisors to evaluate possession of basic knowledge of safety and other precautions to take in the event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel Offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH Personnel.
- o Institute and maintain a telephone call back system based upon the organizational structure.

NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.

- o Test, review and/or revise disaster plans annually.

DIRECTOR OF PERSONNEL - cont'd.

Emergency Period

- o Report to Medical Command Post (MCP) and obtain briefing. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; Health Center #2, in that order.)
- o Assess personnel needs and resources.
- o Subject to changes dictated by the nature of the disaster, mobilize and assign employees to predesignated districts. Activate call back system, if practicable.
- o Assess personnel staff in each district and designate the most senior personnel staff member present as the Senior Human Resource Manager empowered, under his general direction, to make personnel decisions and assignments.
- o Establish and maintain a registry of all volunteers according to specific guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and other City & County employees and evaluate their background, knowledge, and abilities so proper assignment can be made to major personnel units.
- o Respond to requests for personnel by reviewing skills bank information and assigning appropriate registered volunteers/employees.
- o Develop a runner system for inter/intra-district deployment of goods, and other services.
- o Develop/maintain accurate records by designating appropriate forms as necessary, by recording all requests as well as assignments made and completed, and maintain registries for volunteers/employees.

--- \* --- \* --- \* --- \* --- \* --- \* --- \* ---

Post-Emergency Period

- o Release mutual aid personnel when no longer needed.
- o Phase out emergency operations and resume normal operations.
- o Turn in all logs of activities and actions.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR OF SUPPLIES

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with Purchasing at SFGH, City Purchaser, and other public and private suppliers as appropriate.

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##### Emergency Period

- o Go to Medical Command Post (MCP) and obtain briefing. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and HC #2, in order.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - 1) Immediate needs.
  - 2) Needed within 6 Hours.
  - 3) Needed within 12 Hours.
  - 4) Needed within 24 Hours.
- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support the Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with City-Purchaser to ensure that receipt and distribution of supplies is adequately documented.
- o Maintain accurate records of all costs, requisitions, etc.; coordinate with Director of Finance (DPH) to establish an audit trail of all transactions.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Provide status reports to Director of Operations and MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to usual operating procedures.
- o Follow up and complete all records of transactions.
- o Turn in log of activities as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR OF FINANCE

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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##### Emergency Period

- o Go to Medical Command Post (MCP) and obtain briefing.
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.
- o Coordinate with Director of Personnel to ensure adequate documentation of man hours worked to support disaster operations.
- o Utilize staff from "personnel pool" as necessary to support operations.
- o Provide Director of Operations and MCP with status reports on a regular basis.
- o Maintain a log of all activities.

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##### Post-Emergency Period

- o Compile and complete all transactions initiated during the emergency period.
- o Coordinate with the Controller to obtain federal reimbursement for disaster related expenses, as might be available.
- o Phase out emergency procedures and revert to normal operations.
- o Turn in log of activities as directed.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Emergency Period

- o Report to the Medical Command Post (MCP) and obtain briefing.
- o Assess:
  - \* Overall condition of each district.
  - \* Locations in which the most hazardous materials are present.
  - \* Extent of involvement of hazardous substances in the districts.
  - \* The physical state of the hazardous substances.
  - \* The condition of containers containing hazardous materials.
  - \* The condition of facilities/structures holding hazardous materials.
  - \* The availability and condition of safety equipment at sites.
  - \* The availability and condition of safety equipment in districts.
  - \* Resources in the districts useful in controlling hazardous materials.
  - \* The stability (or instability) of situations in the districts.
  - \* The potential for incompatible materials to become mixed or in contact.
  - \* The presence of extremely hazardous materials or radioactive materials.
  - \* The population affected or potentially affected by releases.
  - \* The proximity of releases to emergency care facilities.
  - \* The route of entry into areas where releases have occurred.
  - \* The need for equipment and supplies in each district.
  - \* The negative or positive impact of Utility Services (water, gas, and electric).
  - \* The need to order evacuation of a district, or portion thereof.
  - \* The capability and resources to neutralize hazardous materials.
  - \* The accessibility to any vendors in the district capable of supplying gear and equipment.
  - \* The location of other department's equipment in the districts which could be used in control activities.

(NOTE: These are consistent with the Items on the Report of Chemical Emergency Response form.)



MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o As circumstances dictate, establish contact with:
  - \* District Health Center: 1, 2, 3, 4, 5.
  - \* Emergency Response Districts - Fire Dept, Battalion Headquarters.
  - \* US Coast Guard.
  - \* EPA.
  - \* State Health (Toxics).
  - \* Water Resource Control Board.
  - \* Department of Public Works.
  - \* PUC (City).
  - \* PG&E.
  - \* Agricultural Commissioner.
  - \* Cleanup contractors.
  - \* Bay Area Air Quality Management District.
  - \* Analytical laboratories.
  - \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Provide inspection, assistance and advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Building 30, Ward 35, SFGH to analyze toxic spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd

- o Provide status reports on a regular basis to MCP/ECC.
- o Request outside assistance as needed through the Director of Health.
- o Maintain log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in all activities logs, as directed.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### TOXICS INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Establish contact with:
  - + Emergency Response District Headquarters - Battalion Fire Station.
  - + Local utility representative (gas, electric, water, etc.).
  - + Medical Command Post (MCP).
  - + District Health Center.
- o Assess:
  - + Overall condition of districts(s).
  - + The locations containing the most hazardous substances.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability and condition of safety equipment at sites.
  - + The availability and condition of safety equipment in district.
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for the mixing of incompatible materials.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population of affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the districts for supplies, support & equip.
  - + Equipment and supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric).

(NOTE: These are consistent with the items in the Report of Chemical Emergency Response form.)
- o Utilize communication capability of DPH personnel at the Battalion Fire Headquarters station to communicate with the Medical Command Post (MCP), as necessary.

TOXICS INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Notify Medical Command Post (MCP) and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety in coordination with other responding agencies.
- o Provide status reports on a regular basis to the MCP including all significant events and changes.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in activities log(s) as directed.



## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH divisions, Dept. Public Works, Water Dept., American Red Cross, Salvation, etc.

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##### Emergency Period

- o Go to Medical Command Post (MCP) and obtain briefing. Primary site is 135 Polk St, 1st Fl. conference room.
- o Establish contact with Environmental Health Inspectors at Battalion Fire Headquarters stations and Health Centers.
- o Assess overall resources and public health and safety needs, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Assess staffing; coordinate with Toxics for best utilization of personnel.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH to analyze water samples for potability.
- o Coordinate the collection and disposal of dead animals with Animal Control.

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the DPW and the City Purchasing Department.
- o Coordinate the transportation of water to points of consumption with DPW, Water Department, Fire Department and Red Cross.
- o Coordinate with Public Information Officer to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/ECC.
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in activities log as directed.

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### ENVIRONMENTAL HEALTH INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP).
- o One Environmental Health Inspector is to be at each of the District Fire Battalion Stations. The most senior inspector at given Battalion Fire Station will coordinate assessment of environmental hazards in that district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of each district, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at Battalion Fire Stations to communicate with the MCP, if necessary.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH to analyze water samples for potability.
- o Collect and dispose of dead animals in coordination with Animal Control.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Establish chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with Dept. Public Works, Water Dept., Fire Dept. and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Provide status reports on a regular basis to Fire Battalion Stations, and the MCP/ECC.
- o Request outside assistance as needed through the Director of Environmental Health.
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in all activities log(s) as directed

## Appendix E-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

#### Pre-Emergency Period

- o Receive DES Earthquake preparedness training, as conducted by DPH personnel.
- o Review and update work-site disaster plan annually.

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#### Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan or family plan.
- o Listen to radio for emergency network broadcast for instructions directed to City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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#### Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log to supervisor as directed.





## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

#### Pre-Emergency Period

- o Train Civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures and agreements, as necessary with CMHS contractors, Red Cross, professional societies, and suppliers.
- o Review, test and/or revise disaster plan annually.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

#### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Establish contact with the chain of command; report to Medical Command Post (MCP). (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are EFCH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Contact DPH Director or designee at the Emergency Coordination Center (ECC), if activated, at 1003 Turk St. to obtain briefing & assignment.
- o Determine status of personnel and volunteer availability.
- o Establish and update priorities as needs emerge.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain record/log of all activities.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd

Emergency Period - cont'd.

- o Establish contact with CMHS personnel at hospitals, Health Centers, Mass Care Centers, as activated, to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.
  - + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other ECC liaison personnel through Director of Health and/or Director of MCP to determine need for crisis management support services for:
  - + Public safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morgue(s).
  - + Disaster Assistance Center(s).
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Continue to provide services and maintain appropriate records.
- o Assess for additional services.
- o Apply for state or federal assistance, if available, for recovery period and follow-up support services.
- o Phase out emergency procedures.
- o Turn in log of activities and actions taken, as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### MENTAL HEALTH CLINICIANS

##### Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Establish contact with chain of command for briefing and assignment.
- o Report to assigned location and obtain briefing from on-site manager.
- o Provide crisis management services and establish a record to document:
  - + Number of victims & families.
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.
- o Follow safety precautions and procedures established for management of the event.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Post-Emergency Period

- o Continue to maintain records & provide status report to chain of command
- o All work assignments & phase out activities will be at the discretion of the chain of command.
- o Turn in record of actives as directed.





## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### CMH - NON-CLINICIANS

##### Pre-Emergency Period

- o Receive training module on disaster preparedness.
- o Review and update, as required, work-site disaster plan annually.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network radio broadcasts for instructions to City employees.
- o When conditions allow, report to DPH personnel pool at 101 Grove St. (or alternate designated site if identified in the emergency radio broadcast) for temporary work assignment as might be directed.
- o Follow safety precautions & procedures established for management of emergency.
- o Maintain a record of time worked and disaster-related work activities.

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##### Post-Emergency Period

- o Turn in log(s) of activities work record, etc, as directed.
- o Return to normal work assignments as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARD MATERIAL INCIDENT

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

#### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies and departments, suppliers, etc.

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#### Emergency Period

- o Avoid all contact with the suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibilities of Director of MCP in the absence of the Deputy Director of Operations and the EMS Medical Director.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function. There is only one MCP and these sites will not be functioning simultaneously.)
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are:
  - + Disease Control,
  - + Laboratory Services,
  - + Health Centers,
  - + Records & Statistics.
- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources and public health needs of the system with staff.

DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Determine best utilization and allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Consider activation of City Clinic as a first aid station only if sufficient supplies & staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations & Mental Health components of the DPH.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR, PUBLIC HEALTH LABORATORY

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other laboratories, suppliers, Water Department, and other DPH divisions.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP) and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Assess staffing & capability of laboratories to function - Microbiology Lab, 4th Fl. DPH; Chemistry-Toxicology Lab, Ward 35, Bldg. 30, SFGH.
- o Coordinate needs of Environmental Health, Toxics & Communicable Disease Control to determine best utilization of lab personnel.
- o Consider sending staff to support other labs (e.g., Water Dept. Lab) if own facilities are not operational; coordinate such actions as needed.
- o Analyze water samples for potability (i.e. coliform bacteria); and identify toxic substances as needed.
- o Advise MCP and other agencies, as appropriate, of laboratories findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken.

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##### Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.





## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### LABORATORY STAFF

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). Primary MCP is 135 Polk St, 1st Fl. conference room.
- o Obtain briefing from Director, Public Health Laboratories or designee.
- o Determine ability of laboratory to function, if not already known, and notify Director, Public Health Laboratories of status.
- o Analyze water samples for potability and identify toxic substances as needed.
- o Notify Director, public Health Laboratories or designee of lab findings.
- o Provide support to Environmental Health, Toxics & Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories (e.g. Water Dept.) as determined by the Director, Public Health Laboratories or designee.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken.

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##### Post -Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director, Public Health Laboratories when mutual aid personnel/equipment are no longer needed.
- o Turn in record of activities as directed.



Appendix E-2

EMERGENCY ACTION CHECKLIST  
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

DIRECTOR - BUREAU OF RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with Coroner, funeral directors, etc.

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Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to Medical Command Post (MCP), if activated, obtain briefing and assess needs. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm 2A6, Laguna Honda Hospital, Admin Area; and Health Center #2, in that order.)
- o Coordinate death registration with Coroner's Office.
- o Coordinate with Toxics to ensure that personnel follow appropriate safety precautions.
- o Register deaths & issue permits for disposition of human remains at 101 Grove St, or relocate to Coroner's Office with key staff to carry on operations. Remove to nearest Health Center if above sites are not operable.
- o Assign available staff to type short form death certificates on an emergency basis only.
- o Obtain supplies of death certificates at 101 Grove St, Coroner's Office, Funeral Directors' Offices, Office of State Registrar of Vital Statistics and other county vital statistics offices. Permits will be available at all but Coroner's Office.
- o Bureau Director, Chief Deputy Registrar & Vital Statistics Supervisor will each supervise one 8 hour period to maintain 24 hour operations, if needed.

DIRECTOR, BUREAU OF RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer (PIO) and others as requested.
- o Coordinate information status with Medical Examiner and Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIL: the following:
  - + Birth registration.
  - + Provision of certified copies of birth certificates.
  - + Non-current death certificates.
  - + All statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters and those requesting non-current death certificates to the Office of the State Registrar of Vital Statistics.
- o Provide other services as requested by Director, Public Health Programs.
- o Maintain record of all activities and actions.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities records as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIALS INCIDENT

#### HEALTH CENTERS ON-SITE ADMINISTRATORS

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radio (AM/FM and walkie talkie) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o The most senior person on site is always the person in charge. (NOTE: The District Health Officer will assume the duties & responsibilities of the Deputy Director, Public Health Programs, in the absence of the Deputy Director.) (NOTE: The primary Medical Command Post (MCP) site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order)
- o Survey facility and assess injuries and damage, if appropriate. Evacuate area if unsafe.
- o Secure facility if evacuation is required.
- o Establish communications with MCP and nearest Fire Battalion Headquarters Station by means of radio or runners. Provide status reports on a regular basis: condition of facility, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek information on the surrounding areas from all sources, official and non-official.
- o Set up and maintain a record of all activities and actions including date and time:
  - + Messages and responses; departure and return of runner, if used.

HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- + Name, sex, age, birthdate of persons seeking cover/safety/first aid including condition or assistance given,
  - + Personnel, including those reporting in by telephone,
  - + Facility status,
- o Prepare battery operated AM radio for operation,
  - o Coordinate with MCP to determine best utilization of personnel. Assign necessary duties,
  - o Coordinate and direct volunteers,
  - o Follow directions of Toxics for safety and management of incident,
  - o Await direction from MCP to declare Health Center as an official 1st aid station. HC-3 & HC-5 are likely to be opened first. Initiate procedures to officially open as first aid station if need is perceived,
  - o Await direction to perform house to house surveys/outreach/information distribution in support of environmental health operations,
  - o Provide assistance to persons seeking shelter or care; this includes directions to nearest open Mass Care Center,
  - o Staff in the field will take necessary safety precautions & will report to HC at the first opportunity by phone or in person. Report to nearest hospital or public facility if unable to reach HC,
  - o Maintain record of all activities and actions taken during emergency,

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed,
- o Turn in all records as directed

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR, DISEASE CONTROL

##### Pre-Emergency Period

- o Review and/or revise the disaster plan at least once a year.
- o Train personnel in their roles & responsibilities, communication options to be used & overall disaster plan as related to this particular site.
- o Establish coordinating procedures & agreements with interdepartmental units, i.e., Environmental Health Service and Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self protective measures (time, distance and shielding).
- o Report to the Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area, and Health Center #2, in that order.)
- o Assess situations at the three (3) Bureau sites through established communications: City Clinic is designated to open as a 1st aid station only if appropriate staff & supplies can be provided to support acute care operations. If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers. (NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered by the MCP.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH as needed.
- o Close other Disease Control sites & reassign personnel to support 1st aid operations at City Clinic as needed.
- o Provide consultation on disease control requests coming in to MCP, and assist Toxics as needed.

DIRECTOR DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assist in the preparation of statements to the public on current status relevant to food, water, or toxic precautions which would be given to the radio and/or TV stations.
- o Initiate system for collecting epidemiological data on injuries and casualties for statistical analysis.
- o Coordinate with Environmental Health & Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care.
- o Follow directions of Toxics for personnel safety and management of the incident.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all log(s) as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DISEASE CONTROL, SITE ADMINISTRATOR

##### Pre-Emergency Period

- o Review, revise and/or test disaster plan at least twice annually.
- o Train site personnel in their roles & responsibilities, communications options to be used, locations of nearest Fire Battalion Headquarters Stations, and overall disaster plan as it relates to the particular work site.
- o Procure and maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o If disaster occurs during normal business hours, report to worksite when safe to do so. If disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center. (NOTE: City Clinic is designated as a 1st aid station, provided that staff and supplies to support acute care operations can be assigned to the site. If such supplies & staff cannot be obtained, the site will not open.)
- o Be prepared to go to the Medical Command Post (MCP), if activated, and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: The primary MCP is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm.2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Prepare battery operated AM radio for operation.
- o Evacuate all staff and clients if facility is determined to be unsafe.
- o Secure facility if evacuation is necessary.



DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Set up and maintain log to document facility status, personnel status, information on persons seeking refuge and/or medical assistance, and all incoming requests and their responses.
- o Establish & maintain communication with MCP and provide status reports on a regular basis. (NOTE: Due to the lack of radio communication equipment, use runners to carry messages to the nearest Battalion Fire Headquarters Station. The information will be relayed from the Battalion Station to the MCP by radio. The nearest Battalion Station to City Clinic is located at 36 Bluxome. Staff at TB Ward should use communications capability available at SFGH.)
- o Coordinate with MCP to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers & supplies). Reassign personnel at TB Ward 94 to support SFGH
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff.
- o Provide support for decontamination efforts as needed.
- o Ensure that staff receive appropriate safety instructions as determined by Toxics staff.
- o Provide assistance/referral to persons seeking medical care.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIALS INCIDENT

#### DISEASE CONTROL, SITE & FIELD PERSONNEL

##### Pre-Emergency Period

- o Receive training in disaster plan content, roles & responsibilities, etc
- o Review and test disaster plan at least once a year.

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- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to work site during normal business hours, when safe to do so. If disaster occurs during non-business hrs, TB Ward 94 staff should report to SFGH; all others should report to the DPH Personnel pool at 101 Grove, or alternate site if identified in an emergency broadcast.
- o Carry out assigned responsibilities, following appropriate safety precautions; these may include providing back-up to Environmental Health Service or Emergency Medical Service, by participating in house to house outreach programs or assisting with casualty care, or assisting Toxics with decontamination efforts.
- o Assist in collection of epidemiological data as assigned.
- o Maintain a record of all activities and actions taken during emergency.

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##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DEPUTY DIRECTOR OF OPERATIONS

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies & departments, suppliers, etc.
- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----
- o Avoid all contact with suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibility for direction & control of the MCP. (NOTE: The primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Organize Operations component; assign staff as needed if designated persons are not available. The working units are:
  - + Personnel.
  - + Supplies.
  - + Transportation.
  - + Environmental Health.
  - + Toxics.
  - + Finance.
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among the Operations working units.
- o Assess overall resources & public health needs of the system with staff.
- o Oversee management & containment efforts; ensure that pertinent safety information is transmitted by Toxics staff to the MCP and to field personnel, hospitals, etc.

Public Health Operations  
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DIRECTOR OF OPERATIONS - con't.

Emergency Period - cont'd.

- o Procure additional resources needed to support Health Department Operations.
- o Determine best utilization & allocation of public health resources, in coordination with MCP & Emergency Coordination Center (ECC), if activated.
- o Coordination Operations component activities with the Emergency Medical Services, Public Health Programs & Mental Health components of the DPH.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP & Director of Health on key issues and recommended actions.
- o Assess need and make recommendation for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in activities log(s) as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

##### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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##### Emergency Period

- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain report. (NOTE The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.
- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Personnel from Mass Staging Areas (MSAs) to work sites.
- o Coordinate procurement of vehicles, utilizing MUNI, DPH fleet pool and other public and private sector transport providers with MUNI Railway Transportation Support Services.
- o Coordinate with Supplies Function to obtain fuel, etc.

TRANSPORTATION FUNCTION - cont'd.

Emergency Period - cont'd.

- o Coordinate vehicle assignment with priorities as determine by MCP staff.
- o Maintain status board of vehicular assignments, numbers, and availability
- o Fuel status/availability
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid support and private sector personnel/vehicles when no longer needed or as directed.
- o Turn in all activities logs as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR OF PERSONNEL

##### Pre-Emergency Period

Through the DPH Departmental Personnel Officer (DPOs), the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop and implement a training module of disaster preparedness for use during orientation of all DPH employees.
- o Develop and implement a mechanism for supervisors to evaluate possession of basic knowledge of safety and other precautions to take in the event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel Offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH, Personnel.
- o Institute and maintain a telephone call back system based upon the organizational structure.

NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.

- o Test, review and/or revise disaster plan annually.

Public Health Operations  
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Material Incident

DIRECTOR OF PERSONNEL - cont'd.

Emergency Period

- o Avoid contact with suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room.  
Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area  
Health Center #2, in that order.)
- o Assess personnel needs and resources.
- o Subject to changes dictated by the nature of the disaster, mobilize and assign employees to predesignated districts. Activate call back system, if practicable.
- o Assess personnel staff in each district and designate the most senior personnel staff member present as the Senior Human Resource Manager empowered, under his general direction, to make personnel decisions and assignments.
- o Establish and maintain a registry of all volunteers according to specific guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and other City & County employees and evaluate their background, knowledge, and abilities so proper assignment can be made to major personnel units.
- o Respond to requests for personnel by reviewing skills bank information and assigning appropriate registered volunteers/employees.
- o Develop a runner system for inter/intra-district deployment of goods, and other services.
- o Develop/maintain accurate records by designating appropriate forms as necessary, by recording all requests as well as assignments made and completed, and maintain registries for volunteers/employees.

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Post-Emergency Period

- o Release mutual aid personnel when no longer needed.
- o Phase out emergency operations and resume normal operations.
- o Turn in all logs of activities and actions.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR OF SUPPLIES

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annully.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with Purchasing at SFGH, City Purchaser, and other public and private suppliers as appropriate.

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##### Emergency Period

- o Avoid contact with the suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - 1) Immediate needs.
  - 2) Needed within 6 Hours.
  - 3) Needed within 12 Hours.
  - 4) Needed within 24 Hours.
- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support the Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with City Purchaser to ensure that receipt and distribution of supplies is adequately documented.



DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Provide status reports to Director of Operations and MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to usual operating procedures.
- o Follow up and complete all records of transactions.
- o Turn in log of activities as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR OF FINANCE

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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##### Emergency Period

- o Go to Medical Command Post (MCP), if activated, and obtain briefing.
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.
- o Coordinate with Director of Personnel to ensure adequate documentation of man hours worked to support disaster operations.
- o Utilize staff from "personnel pool" as necessary to support operations.
- o Provide Director of Operations and MCP with status reports on a regular basis.
- o Maintain a log of all activities.

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##### Post-Emergency Period

- o Compile and complete all transactions initiated during the emergency period.
- o Coordinate with the Controller to obtain federal reimbursement for disaster related expenses, as might be available.
- o Phase out emergency procedures and revert to normal operations.
- o Turn in log of activities as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

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- o Report to the Medical Command Post (MCP, if activated and obtain briefing
- o Assess:
  - \* Overall condition in district(s).
  - \* Locations in which the most hazardous materials are present.
  - \* Extent of involvement of hazardous substances in the district.
  - \* The physical state of the hazardous substances.
  - \* The condition of containers containing hazardous materials.
  - \* The condition of facilities/structures holding hazardous materials.
  - \* The availability and condition of safety equipment at sites.
  - \* The availability and condition of safety equipment in districts.
  - \* Resources in districts useful in controlling hazardous materials.
  - \* The stability (or instability) of situations in the district.
  - \* The potential for incompatible materials to become mixed or in contact.
  - \* The presence of extremely hazardous materials or radioactive materials.
  - \* The population affected or potentially affected by releases.
  - \* The proximity of releases to emergency care facilities.
  - \* The route of entry into areas where releases have occurred.
  - \* The need for equipment and supplies in the district/area.
  - \* The negative or positive impact of Utility Services (water, gas, and electric).
  - \* The need to order evacuation of a district, or portion thereof.
  - \* The capability and resources to neutralize hazardous materials.
  - \* The accessibility to any vendors in the district capable of supplying gear and equipment.
  - \* The location of other department's equipment in districts which could be used in control activities.

(NOTE: These are consistent with the Items on the Report of Chemical Emergency Response form.)

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o As circumstances dictate, establish contact with:
  - \* District Health Center: 1, 2, 3, 4, 5.
  - \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
  - \* US Coast Guard.
  - \* EPA.
  - \* State Health (Toxics).
  - \* Water Resource Control Board.
  - \* Department of Public Works.
  - \* PUC (City).
  - \* PG&E.
  - \* Agricultural Commissioner.
  - \* Cleanup contractors.
  - \* Bay Area Air Quality Management District.
  - \* Analytical laboratories.
  - \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Provide inspection, assistance and advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Building 30, Ward 35, SFGH to analyze toxic spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.



MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o Provide status reports on a regular basis to MCP/ECC, if activated.
- o Request outside assistance as needed through the Director of Health.
- o Maintain log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in all activities logs, as directed.



## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### TOXICS INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Avoid contact with suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Establish contact with:
  - \* Emergency Response District Headquarters - Battalion Fire Station.
  - \* Local utility representative (gas, electric, water, etc.).
  - \* Medical Command Post (MCP).
  - \* District Health Center.
- o Assess:
  - + Overall condition of districts(s).
  - + The locations containing the most hazardous substances.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability and condition of safety equipment at sites.
  - + The availability and condition of safety equipment in district.
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for the mixing of incompatible materials.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population of affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the district for supplies, support & equip.
  - + Equipment and supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric).

(NOTE: These are consistent with the items in the Report of Chemical Emergency Response form.)
- o Utilize communication capability of DPH personnel at the Battalion Fire Headquarters station to communicate with the Medical Command Post (MCP), as necessary.

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TOXICS INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Notify Medical Command Post (MCP), if activated, and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety in coordination with other responding agencies.
- o Provide status reports on a regular basis to the MCP including all significant events and changes.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Motify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in activities log(s) as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH divisions, Dept. Public Works, Water Dept., American Red Cross, Salvation, etc.

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##### Emergency Period

- o Avoid all contact with suspected substance. Take appropriate self-protective measures (time, distance and shielding).
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. The primary site is 135 Polk St, 1st Fl., conference room.
- o Establish contact with Environmental Health Inspectors at Battalion Fire Headquarters stations and Health Centers.
- o Assess overall resources and public health and safety needs, including:
  - + Availability and potability of water supplies,
  - + Sources of emergency water supply,
  - + Availability and safety of foodstuffs,
  - + Need for and alternative methods of sewage and garbage disposal,
  - + Rodent and vector control,
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Assess staffing; coordinate with Toxics for best utilization of personnel.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.



Public Health Operations  
Response to Hazardous  
Material Incident

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate the collection & disposal of dead animals with Animal Control
- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the DPW and the City Purchasing Department.
- o Coordinate the transportation of water to points of consumption with DPW, Water Department, Fire Department and Red Cross.
- o Coordinate with Public Information Officer to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/ECC.
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in activities log as directed.

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### ENVIRONMENTAL HEALTH INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Avoid all contact with suspected substance. Take appropriate self-protective measures ( time, distance and shielding).
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP).
- o One Environmental Health Inspector is to be at affected District Fire Battalion Station(s). The most senior inspector at given Battalion Fire Station will coordinate assessment of environmental hazards in that district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of district including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at Battalion Fire Station(s) to communicate with the MCP, if necessary.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH to analyze water samples for potability.
- o Collect and dispose of dead animals in coordination with Animal Control.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Establish chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with Dept. Public Works, Water Dept., Fire Dept. and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Provide status reports on a regular basis to Fire Battalion Stations, and the MCP/ECC.
- o Request outside assistance as needed through the Director of Environmental Health.
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in all activities log(s) as directed

## Appendix E-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

#### ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

#### Pre-Emergency Period

- o Receive training module on disaster preparedness.
- o Review and update work-site disaster plan annually.

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#### Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network radio broadcasts for instructions to City & County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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#### Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log to supervisor as directed.





## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

#### Pre-Emergency Period

- o Train civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures & agreements, as necessary, with CMHS contractors, Red Cross, professional societies, and suppliers.
- o Review, test and/or revise disaster plan at least twice annually.

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#### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Coordinate with key staff & clinic sites to notify and assist personnel & clients in evacuating unsafe areas.
- o Assess mental health resources & needs, and capability of providing support to mass care shelters & casualty care facilities.
- o Notify and retain key personnel.
- o Prepare for activation of the Medical Command Post (MCP).

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#### Emergency Period

- o Establish contact with the chain of command; report to the MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Contact Director of MCP or DPH Director at Emergency Coordination Center (ECC), if activated, to obtain briefing and assignment.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd.

Emergency Period - cont'd.

- o Coordinate with other departments through the Director of MCP to evacuate mental health facilities in threatened areas.
- o Determine status of personnel and volunteers availability.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain a record of all activities and actions taken.
- o Establish contact with CMHS personnel at hospitals, Health Centers, mass care centers to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.
  - + Staff resources.
  - + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other ECC liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public Safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morgue(s).
  - + Disaster Assistance Center(s).
- o Provide personnel with safety instructions established for management of the disaster.

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Post-Emergency Period

- o Continue to provide services and maintain records.
- o Assess need for additional services.
- o Apply for state or federal assistance, if available, for recovery period and follow-up support service.
- o Phase out emergency procedures.
- o Turn in record of activities as directed.

## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### MENTAL HEALTH CLINICIANS

##### Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist clients with evacuation as needed.

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##### Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o evacuate unsafe areas; assist others as needed.
- o Establish contact with the chain of Command for briefing and assignment. (The Deputy Director, Mental Health will report to the Medical Command Post (MCP). (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Report to assigned location and obtain briefing from on-site manager.

MENTAL HEALTH CLINICIANS - cont'd.

Emergency Period - cont'd.

- o Provide crisis management services and establish a log to document:
  - + Number of victims & families,
  - + Stress level of individuals interviewed,
  - + Psychological functioning of individual interviewees,
  - + Need for psychiatric medications,
  - + Need for follow-up contact,
- o Provide status reports to chain of command on a regular basis,
- o Follow safety instructions established for management of the disaster,

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Post-Emergency Period

- o Continue to maintain logs and provide status report to chain of command,
- o All work assignments and phase-out activities will be at the discretion of the chain of command,
- o Turn in all activity log(s), as directed,

Appendix E-3

EMERGENCY ACTION CHECKLIST  
RESPONSE TO RESERVOIR FAILURE

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements, as necessary, with other City agencies and departments, suppliers, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid potential inundation areas and prepare to evacuate.
- o Notify and retain key personnel.
- o Assess public health needs and resources; develop contingency plans and notify suppliers of potential needs.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to the MCP, if activated, and obtain status report. Be prepared to assume responsibilities of Director, MCP in the absence of the Deputy Director and the EMS Director. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Evacuate unsafe areas.
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are: Disease Control, Laboratory Services, Health Centers, and Records & Statistics.



DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources & public health needs of the system with staff.
- o Determine best utilization & allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Consider activation of City Clinic as a 1st aid station only if sufficient supplies & staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations & Mental Health components of the DPH.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Provide Director, MCP with status reports on a regular basis. Advise Director, MCP and Director of Health on key issues & recommended actions.
- o Assess need & make recommendation for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during disaster.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in log(s) of activities as directed.

### Appendix E-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

##### DIRECTOR, PUBLIC HEALTH LABORATORY

###### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other laboratories, suppliers, Water Department, and other DPH divisions.

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###### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Assess needs, resources, and potential impact of inundation on laboratory functions; develop contingency plans for meeting needs.
- o Prepare for activation of the Medical Command Post (MCP).

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###### Emergency Period

- o Go to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Evacuate unsafe area(s).
- o Assess staffing & capability of laboratories to function - Microbiology Lab, 4th Fl., DPH; Chemistry-Toxicology Lab, Ward 35, Bldg. 30, SFGH.
- o Coordinate for needs of Environmental Health, Toxics & Communicable Disease Control to determine best utilization of lab. personnel.

PUBLIC HEALTH LABORATORY - cont'd.

Emergency Period - cont'd.

- o Consider sending staff to support laboratories (e.g. SF Water Department Lab.) if own facilities are not operational.
- o Analyze water samples for potability (i.e., coliform bacteria); and identify toxic substances as needed.
- o In coordination with other MCP components, provide personnel with safety instructions established for management of the disaster.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### LABORATORY STAFF

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.

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##### Emergency Period

- o Evacuate unsafe areas.
- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Obtain briefing from Director, Public Health Laboratories or designee.
- o Determine ability of lab. to function, if not already known, and notify Director, Public Health Laboratories of status.
- o Analyze water samples for potability & identify for toxic substances.
- o Notify Director, Public Health Laboratories or designee of lab. findings
- o Provide support to Environmental Health, Toxics & Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories (e.g., Water Department Lab) as determined by the Director, Public Health Laboratories and in coordination with laboratory managers.

LABORATORY STAFF - cont'd.

Emergency Period - cont'd.

- o Follow safety instructions established for management of the disaster.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post -Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director, Public Health Laboratories or designee when mutual aid personnel / equipment is no longer needed.
- o Turn in all logs of activities as directed.



Appendix E-3

EMERGENCY ACTION CHECKLIST  
RESPONSE TO RESERVOIR FAILURE

DIRECTOR, BUREAU of RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with Coroner funeral directors, etc.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key staff.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Report to MCP, if activated, and obtain briefing and assess needs.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Coordinate death registration with Coroner's Office.
- o Register deaths & issue permits for disposition of human remains at 101 Grove St, if intact, or relocate to Coroner's Office with key staff to carry on operations.
- o Assign available staff to type short form death certificates on an emergency basis only.

DIRECTOR, BUREAU of RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Obtain supplies of death certificates at 101 Grove, Coroner's Office, Funeral Director's Offices, Office of State Registrar of Vital Statistics & other county vital statistics offices. Permits will be available at all but the Coroner's Office.
- o Bureau Director, Chief Deputy Registrar & Vital Records Supervisor will each supervise one (1) eight (8) hr. period to maintain 24 hr. operation
- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer (PIO) and others.
- o Coordinate information status with Medical Examiner & Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIL the following: birth registration; provision of certified copies of birth certificates & non-current death certificates; and all statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters & those requesting non-current death certificates to the Office, State Registrar of Vital Statistics.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of disaster.
- o Provide other services as requested by Director, Public Health Programs.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### HEALTH CENTERS ON-SITE ADMINISTRATORS

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radios (AM/FM and walkie talkies) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist clients with evacuation as needed.
- o Listen to emergency broadcast network for safety instructions, changes in alert status, etc.
- o Prepare to open Center as a first aid station.

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##### Emergency Period

- o The most senior person on site is always the person in charge. NOTE: The District Health Officer will always assume the duties & responsibilities of the Deputy Director, Public Health Programs at the Medical Command Post (MCP), in the absence of the Deputy Director. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Survey facility and evacuate if unsafe.

HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- o Evacuate facilities in areas threatened by inundation.
- o Secure facility that has to be evacuated.
- o Establish communications with MCP and nearest Fire Battalion Headquarters Station by means of radio or runners. Provide status reports on a regular basis: condition of structure, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek information on the surrounding areas from all sources, official and non-official.
- o Set and maintain a log of all activities and actions including date and time:
  - + Messages & response; departure & return of runner.
  - + Name, sex, age, birthdate persons seeking cover/safety/first aid, including condition or assistance given.
  - + Personnel, including those reporting in by telephone.
  - + Facility status.
- o Prepare battery operated AM radio & flashlights for operation.
- o Coordinate with MCP to determine best utilization of personnel. Assign necessary duties as might be determined.
- o Coordinate and direct volunteers.
- o Provide personnel & volunteers with safety instructions established for management of the disaster.
- o Await direction from MCP to declare Health Center as an official 1st aid station. HC-3 & HC-5 are likely to open first. Initiate procedures to officially open as a first aid station if need is perceived.
- o Await direction to perform house to house surveys/outreach/information distribution in support of environmental health operations.
- o Actively seek information on the nearest mass care shelter to relieve overcrowding at the Health Center.

HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- o Provide assistance to persons seeking shelter or care; this includes directions to nearest open mass care center.
- o Staff in the field will take necessary safety precautions and will report to Health Center at the first opportunity by telephone or in person. Report to nearest hospital or public facility if unable to reach Health Center.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities and actions taken during disaster.





## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### DIRECTOR, DISEASE CONTROL

##### Pre-Emergency Period

- o Review and/or revise the disaster plan at least once a year.
- o Train personnel in their roles & responsibilities, communication options to be used & overall disaster plan as it relates to particular sites.
- o Establish coordinating procedures & agreements with interdepartmental units, i.e., Environmental Health Service & Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Prepare for activation of the Medical Command Post (MCP).
- o Assess potential impact of inundation, needs and resources; develop contingency plans.

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##### Emergency Period

- o Evacuate unsafe areas.
- o Report to the MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

DIRECTOR, DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assess situation at the three (3) Bureau sites through established communications; City Clinic is designated to open as a 1st aid station only if appropriate staff & supplies can be provided to support acute care operations. If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers. (NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered by the Command Post.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH as needed.
- o Close other Disease Control sites & reassign personnel to support first aid operations at City Clinic as needed.
- o Provide consultation on disease control requests coming in to MCP.
- o Assist in preparation of statements to public on current status relevant to food, water or toxic precautions which would be given to radio and/or TV stations.
- o Initiate system for collecting epidemiological data on injuries & casualties for statistical analysis.
- o Coordinate with Environmental Health & Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Maintain a record of all activities taken during the disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all records and logs as directed.

## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### DISEASE CONTROL, SITE ADMINISTRATOR

##### Pre-Emergency Period

- o Review, revise and test disaster plan at least once each year,
- o Train site personnel in their roles & responsibilities, communication options to be used, locations of nearest Fire Battalion Headquarters Station, and overall disaster plan as it relates to the particular work site,
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation,
- o Follow safety instructions & status reports provided by emergency radio broadcast network.

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##### Emergency Period

- o Evacuate unsafe areas.
- o If the disaster occurs during normal business hours, report to worksite when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center. (NOTE: City Clinic is designated as a 1st aid station, provided that staff & supplies to support acute care operations can be assigned to the site.)
- o Be prepared to go to the Medical Command Post (MCP), if activated, and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: Primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin, Area; and Health Center, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)

DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Prepare battery operated AM radio and flashlights for operation.
- o Survey facility and evacuate all staff & clients if unsafe.
- o Secure facility if evacuation is required.
- o Set up and maintain log to document facility status, personnel status, information on persons seeking refuge and/or medical assistance, and all incoming requests and their responses.
- o Establish & maintain communication with MCP and provide status reports on a regular basis. (NOTE: Due to lack of radio communications equipment, use runners to carry messages to the nearest Fire Battalion Headquarters Station. The information will be relayed from the Battalion Station to the MCP by radio. The nearest Battalion Station to City Clinic is located at 36 Bluxome. Staff at TB Ward should use communications capability available at SFGH.)
- o Coordinate with the MCP to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers & supplies). Reassign personnel at TB Ward 94 to support SFGH operations.
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff as might be required.
- o Provide personnel with safety instructions established for management of disaster.
- o Provide assistance/referral to persons seeking medical care.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all records of activities as directed.



### Appendix E-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

### DISEASE CONTROL, SITE & FIELD PERSONNEL

#### Pre-Emergency Period

- o Receive training in disaster plan content, roles and responsibilities, etc
- o Review and test disaster plan at least once a year.

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#### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to emergency broadcast network on AM radio for information and instructions.

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#### Emergency Period

- o Evacuate unsafe area.
- o Report to work site during normal business hours, when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 staff should report to SFGH; all others should report to the DPH personnel pool at 101 Grove, or alternate site if designated in an emergency broadcast.
- o Carry out assigned responsibilities; these may include providing back-up to Environmental Health Service or Emergency Medical Service, by participating in house to house outreach programs or assisting with casualty care.
- o Assist in collection of epidemiological data as assigned.
- o Follow safety instructions established for management of the disaster.
- o Maintain a record of all activities and actions taken during disaster.

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#### Post-Emergency Period

- o Phase out emergency operations & revert to normal operating procedures.
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all logs of activities as directed.



### Appendix E-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

##### DEPUTY DIRECTOR OF OPERATIONS

###### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies and departments, suppliers, etc.

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###### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Determine potential environmental hazards and mitigation alternatives.
- o Assess resources & potential needs, and develop contingency plan for meeting the needs as determined.
- o Coordinate with Red Cross, Salvation Army & School District to begin inspection of mass care facilities which would likely be opened.
- o Notify and retain staff.
- o Prepare for activation of the Medical Command Post (MCP).

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###### Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain status report. Be prepared to assume responsibility for direction & control of the MCP. (See Checklist for Director, Medical Command Post.) (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm.2A6 Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

Public Health Operations  
Response to Reservoir  
Failure

Emergency Period - cont'd.

- o Organize operations component; assign staff as needed if designated persons are not available. The working units are:
  - + Personnel.
  - + Supplies.
  - + Transportation.
  - + Environmental Health.
  - + Toxics.
  - + Finance.
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among Operations working units.
- o Assess overall resources & public Health needs of the system with staff.
- o Procure additional resources needed to support Health Department operations.
- o Determine best utilization & allocation of public health resources, in coordination with MCP & Emergency Coordination Center (ECC), if activated
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs & Mental Health components of DPH.
- o Provide Director, MCP with status reports on a regular basis. Advise Director, MCP & Director of Health on key issues & recommended actions.
- o Assess need & make recommendations for obtaining mutual aid resources.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Maintain a log of activities and actions taken during disaster.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in activities logs as directed.

### Appendix E-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

##### DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

###### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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###### Warning/Alert Period

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Alert suppliers to potential needs as might be directed.
- o Prepare for activation of the Medical Command Post (MCP),

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###### Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.; coordinate with MUNI.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.



TRANSPORTATION FUNCTION - cont'd.

Emergency Period

- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement.
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Movement of personnel from staging areas (MSAs) to work sites.
  - + Coordinate with police concerning safe routes of access/egress.
- o Coordinate procurement of vehicles to transport, utilizing MUNI, DPH fleet pool, and other public resources. Make arrangements with private transport providers, in coordination with MUNI Railway, to augment the public sector.
- o Coordinate with Supplies to obtain fuel, replacement tires, parts, etc.
- o Coordinate vehicle assignments with priorities as determined by the MCP staff.
- o Maintain status board of vehicle availability, type, in-service/out of service, etc.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid and private sector personnel, vehicles and equipment when no longer needed.
- o Turn in activities logs as directed.

### Appendix E-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

### DIRECTOR OF PERSONNEL

#### Pre-Emergency Period

Through the DPH Departmental Personnel Officers, (DPOs) the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop & implement a mechanism for supervisors to evaluate possession of basic knowledge of safety & other precautions to take in event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assume in the event of a disaster.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH Personnel.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Institute and maintain a telephone call-back system based upon the organizational structure. NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his numbers. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and visa-versa.
- o Test, review and/or revise disaster plan annually.

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#### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

DIRECTOR OF PERSONNEL - cont'd.

Warning/Alert Period - cont'd.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain personnel.
- o Prepare to establish personnel pool at 101 Grove, or alternate site as might be designated.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Report to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess needs and resources.
- o Establish personnel pool at 101 Grove if feasible. Coordinate with Public Information Officer (PIO) to broadcast this or alternate location for DPH employees.
- o Subject to changes dictated by the disaster, mobilize & assign employees to predesignated districts. Activate call-back system, if practicable.
- o Assess personnel staff in each district & designate the most senior personnel staff member present the Senior Human Resources Manager empowered, under his/her general direction, to make personnel decisions and assignments.
- o Establish and maintain a registry of all volunteers according to specific guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and other City employees and evaluate their backgrounds, knowledge, and abilities in order to allocate each to major personnel categories.

DIRECTOR OF PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Respond to requests for personnel by canvassing the skills bank and assigning appropriate registered volunteers/employees.
- o Provide staff and volunteers with safety instructions established for management of the disaster.
- o Develop a runner system for inter and intra-district deployment of goods and other services.
- o Develop and maintain accurate records by designing appropriate forms as necessary, by recording all requests as well as all assignments made and completed, and maintain registries for volunteers and employees.

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Post-Emergency Period

- o Phase out emergency operations and resume normal operations.
- o Release mutual aid personnel, volunteers and other assigned City employees when no longer needed.
- o Turn in activities logs or other information as directed.





### Appendix E-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

### DIRECTOR OF SUPPLIES

#### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures, as necessary with City Purchasers Office at City Hall, Purchasing at SFGH and other public and private suppliers as appropriate.

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#### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Alert suppliers of potential needs as directed.
- o Prepare for activation of the Medical Command Post (MCP).

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#### Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - + Immediate needs.
  - + Needed within 6 hours.
  - + Needed within 12 hours.
  - + Needed within 24 hours.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with Environmental Health in the procurement of foodstuffs.
- o Coordinate with Purchasing at City Hall to ensure that receipt and distribution of supplies is adequately documented.
- o Maintain accurate records of all costs, requisitions, etc.; coordinate with Finance to establish an "audit trail" of all transactions.
- o Provide status reports to Director of Operations & MCP on regular basis.
- o Maintain a record of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Follow-up and complete all records of transactions.
- o Turn in all activities logs as directed.

### Appendix E-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

### DIRECTOR OF FINANCE

#### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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#### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain personnel.
- o Prepare for activation of the Medical Command Post; review fiscal procedures with Transportation & Supplies functions.

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#### Emergency Period

- o Go to Medical Command Post (MCP), if activated and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.

DIRECTOR OF FINANCE - cont'd.

Emergency Period - cont'd.

- o Coordinate with Personnel to ensure adequate documentation of man hours worked to support disaster operations.
- o Utilize staff from Personnel Pool as necessary to support operations.
- o Provide Director, Operations & MCP with status reports on regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Compile & complete all transactions incurred during the emergency period.
- o Phase out emergency procedures and revert to normal operations.
- o Coordinate with the Controller to obtain federal reimbursements, as might be available, for disaster related expenses.
- o Turn in all activities logs as directed.

## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assess potential environmental hazards and mitigation alternatives.
- o Assess resources & potential needs; notify suppliers of potential needs.
- o Notify and retain personnel.
- o Prepare for activation of the Medical Command Post (MCP).

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##### Emergency Period

- o Evacuate unsafe areas.
- o Report to the Medical Command Post (MCP), if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)



MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM - cont'd.

Emergency Period - cont'd.

o Assess:

- \* Overall condition in district(s).
- \* Locations in which the most hazardous materials are present.
- \* Extent of involvement of hazardous substances in the district(s).
- \* The physical state of the hazardous substances.
- \* The condition of containers containing hazardous materials.
- \* The condition of facilities/structures holding hazardous materials.
- \* The availability and condition of safety equipment at sites.
- \* The availability and condition of safety equipment in district(s).
- \* Resources in the district(s) useful in controlling hazardous materials.
- \* The stability (or instability) of situations in the district(s).
- \* The potential for incompatible materials to become mixed or in contact.
- \* The presence of extremely hazardous materials or radioactive materials.
- \* The population affected or potentially affected by releases.
- \* The proximity of releases to emergency care facilities.
- \* The routes of entry into areas where releases have occurred.
- \* The need for equipment and supplies in affected district.
- \* The negative or positive impact of Utility Services (water, gas, and electric).
- \* The need to order evacuation of a district, or portion thereof.
- \* The capability and resources to neutralize hazardous materials.
- \* The accessibility to any vendors in the district capable of supplying gear and equipment.
- \* The location of other department's equipment in the districts which could be used in control activities.

o As circumstance dictate, establish contact with:

- \* District Health Centers: 1,2,3,4, & 5.
- \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
- \* Coast Guard.
- \* EPA.
- \* State Health (Toxics).
- \* Water Resources Control Board.
- \* DPW.
- \* PG&E.
- \* Agricultural Commissioner.
- \* Clean-up contractors.

MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM - cont'd.

Emergency Period - cont'd.

- \* Bay Area Air Quality Management District.
- \* Analytical laboratories.
- \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of disaster.
- o Provide inspection, assistance & advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil & water contamination and conduct sampling & analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Bldg. 30, Ward 35, SFGH to analyze toxics spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer (PIO) to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to MCP/Emergency Coordination Center (ECC), if activated.
- o Request outside assistance as needed through Director of Health.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities logs as directed.



## Appendix E-3

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### TOXICS INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assess potential hazards and mitigation alternatives.

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##### Emergency Period

- o Evacuate unsafe areas.
- o Establish contact with:
  - + District Battalion Headquarters Fire Station.
  - + Local utility station, as appropriate (gas, water etc.)
  - + District Health Center.
  - + Medical Command Post (MCP).(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess:
  - + Overall condition in district.
  - + The locations containing the most hazardous substances, as might be affected.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability & condition of safety equipment at sites.

TOXICS INSPECTOR -cont'd.

Emergency Period - cont'd.

- + The availability and condition of safety equipment in the district (i.e. vendors).
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability ( or instability ) of situations in the district.
  - + The potential for incompatible materials to come in contact.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the district for supplies, support and equipment.
  - + Equipment and supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric)  
(NOTE: These are consistent with the items in the Report of Chemical Emergency Response Form.)
- o Utilize communications capability of DPH personnel at Battalion Headquarters Fire Station to communicate with the MCP, if necessary.
  - o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
  - o Consider soil & water contamination and conduct sampling & analysis as appropriate.
  - o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health & safety in coordination with other responding agencies.
  - o Provide status reports on a regular basis to MCP including significant events and changes.
  - o Follow safety instructions established for management of disaster.
  - o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services & revert to normal operations, as directed.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Turn in all activities logs as directed.
- o Ensure proper maintenance of all equipment and supplies.



### Appendix E-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH divisions, Dept. Public Works, Water Dept., American Red Cross, Salvation, etc.

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##### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential area of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain staff.
- o Assess potential environmental hazards and mitigation alternatives.
- o Coordinate with Red Cross, Salvation Army, and School District to begin inspection of mass care facilities which would likely be opened.
- o Consider issuing standby order for chemical toilets in coordination with Purchasing and Department of Public Works.
- o Prepare for activation of the Medical Command Post (MCP).

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##### Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain briefing. (NOTE: Primary MCP is 135 Polks St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6 Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously

DIRECTOR, ENVIRONMENTAL HEALTH - cont'd.

Emergency Period - cont'd.

listed site is not able to function.)

- o Establish contact with Environmental Health Inspectors at Battalion Fire Headquarters Stations and/or Health Centers.
- o Assess overall resources and public health & safety needs, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage & garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the district.
- o Assess staffing: coordinate with Toxics for best utilization of personnel
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH to analyze water samples for potability.
- o Coordinate the collection and disposal of dead animals with Animal Control.
- o Coordinate with Coroner on any health-related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the Purchaser, City Hall, Public Works, and Red Cross.
- o Coordinate the transportation of water to points of consumption with the Water Department, Department of Public Works, Red Cross and Fire Dept.

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate with Public Information Officer (PIO) to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/Emergency Coordination Center (ECC).
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities log as directed.



### Appendix E-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

##### ENVIRONMENTAL HEALTH INSPECTOR

###### Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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###### Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Inspect mass care shelters as directed.
- o Assess potential environmental hazards and mitigation alternatives.

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###### Emergency Period

- o Evacuate unsafe areas.
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP), if activated. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o One Environmental Health Inspector is to be at each of the affected District Fire Battalion Stations. The most senior inspector at the given Battalion Station(s) will coordinate assessment of environmental hazards in that district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of each district, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.



ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- + Rodent and vector control.
- + Sanitation services in temporary kitchens, mass care facilities, etc.
- + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at Battalion Headquarters Fire Stations to communicate with MCP if necessary.
- o Provide inspection, assistance and advice on general environmental health & safety matters, hazard potentials & mitigation alternatives.
- o Monitor sanitation services at emergency facilities. Utilize the capability of the Public Health Microbiology Laboratory, 4th Floor, DPH to analyze water samples for potability.
- o Collect & dispose of dead animals in coordination with Animal Control.
- o Coordinate with the Coroner on any health-related problems associated with the disposal of the dead.
- o Establish chemical toilets & other temporary facilities for disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with the Water Department, Fire Department, MUNI RR, and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health & safety.
- o Notify MCP and other appropriate agencies of events, sources of contamination dangerous to the public safety.
- o Follow safety instructions established for management of disaster.
- o Provide status reports on a regular basis to Battalion Fire Stations, & the MCP/Emergency Coordination Center (ECC), if activated.
- o Request mutual aid as needed through Director, Environmental Health.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Turn in activities log(s) as directed.

Appendix E-3

EMERGENCY ACTION CHECKLIST  
RESPONSE TO RESERVOIR FAILURE

ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

Pre-Emergency Period

- o Receive OES Earthquake preparedness training, as conducted by DPH personnel.
- o Review and update work-site disaster plan annually.

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Warning/Alert Period

The warning period for reservoir failure is very short, often 15 minutes or less. Potential areas of inundation will depend on the reservoir site.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to AM radio emergency network broadcasts for instructions and status reports.

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Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network broadcast for instructions to City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log of activities to supervisor as directed.



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

#### Pre-Emergency Period

- o Train Civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures & agreements, as necessary, with CMHS contractors, Red Cross, professional societies and suppliers.
- o Review, test and/or revise disaster annually.

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#### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Establish contact with chain of command; report to Medical Command Post (MCP), if activated. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Contact DPH Director or designee at Emergency Coordination Center (ECC), if activated, to obtain briefing and assignment.
- o Determine status of personnel and availability of volunteers.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain log of all activities and actions taken during emergency.
- o Establish contact with CMHS personnel at hospitals, Health Centers, Mass Care Centers to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd.

Emergency Period - cont'd.

- + Staff resources.
- + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other Emergency Coordination Center (ECC) liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public Safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morque(s).
  - + Disaster Assistance Center(s).

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Post-Emergency Period

- o Continue to provide services as needed.
- o Assess need for additional services.
- o Turn in log of all activities and actions.
- o Phase out emergency procedures, as directed.
- o Apply for federal or state assistance, if available, for recovery period and follow-up support services.



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### MENTAL HEALTH CLINICIANS

##### Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Establish contact with chain of command for briefing and assignment.  
(NOTE: The primary Medical Command Post (MCP) site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Report to assigned location and obtain briefing from on-site manager.
- o Provide crisis management services and establish a log to document:
  - + Number of victims & families.
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Post-Emergency Period

- o Continue to maintain logs and provide status report to chain of command.
- o Phase out emergency activities. (Phase out and work assignments will be at the discretion of the chain of command.)



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### CMH - NON-CLINICIANS

##### Pre-Emergency Period

- o Receive training module on disaster preparedness training.
- o Review and update work-site disaster plan annually.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Turn-on battery operated radio and prepare to listen for emergency radio network broadcasts for instructions to City & County employees.
- o Report to Department of Public Health personnel pool at 101 Grove St. when conditions allow ( or alternate site if designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.
- o Follow safety procedures established for management of the conflagration

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##### Post-Emergency Period

- o Turn-in work log(s) as directed.
- o Return to normal work assignments as directed.



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

#### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

#### Emergency Period

- o Avoid and/or evacuate zone of conflagration disaster; take self-protective measures; remain up-wind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibilities of Director of MCP in the absence of the Deputy Director of Operations and the EMS Medical Director.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are:
  - + Disease Control.
  - + Laboratory Services.
  - + Health Centers.
  - + Records & Statistics.
- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources & public health needs of the system with staff.
- o Determine best utilization and allocation of public health resources, in coordination with MCP, and Emergency Coordination Center (ECC), if activated.



DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Consider activation of City Clinic as a first aid station only if sufficient supplies and staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations and Mental Health components of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Turn-in all records and logs as directed.
- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR - PUBLIC HEALTH LABORATORY

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other laboratories, suppliers, Water Department, and other DPH divisions.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. Primary MCP is 135 Polk St, 1st Fl. conference room.
- o Assess staffing and capability of laboratories to function - Microbiology Laboratory, 4th floor, DPH; Chemistry-Toxicology Laboratory, Ward 35, Building 30, SFGH - if needed.
- o Coordinate with needs of Environmental Health, Toxics and Communicable Disease Control to determine best utilization of laboratory personnel.
- o Consider sending staff to support other laboratories if own facilities are not operational and coordinate such action.
- o Identify toxic substances as needed.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

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##### Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### LABORATORY STAFF

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). Primary MCP site is 135 Polk St, 1st Fl. Conf. Rm.
- o Obtain briefing from Director of Public Health Laboratories or designee.
- o Determine ability of laboratory to function, if not already known, and notify Director of Public Health Laboratories of lab status.
- o Identify toxic substances as needed.
- o Notify Director of Public Health Laboratories or designee of Laboratory findings.
- o Provide support to Environmental Health, Toxics and Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories (e.g., Water Department Lab) as determined by the Director of Public Health Laboratories or designee.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities.
- o Follow safety procedures established for management of conflagration.

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##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director of Public Health Laboratories when mutual aid personnel/equipment are no longer needed.





## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR - BUREAU OF RECORDS & STATISTICS

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with Coroner, funeral directors, etc.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Report to Medical Command Post (MCP), if activated, obtain briefing and needs. Primary MCP site is 135 Polk St, 1st Fl. conference room.
- o Coordinate death registration with Coroner's Office.
- o Register deaths and issue permits for disposition of human remains from 101 Grove St., if intact, or remove to Coroner's Office with key staff to carry on operations. Relocate to nearest intact Health Center if above sites are inoperable.
- o Assign available staff to type short form death certificates on an emergency basis only.
- o Obtain supplies of death certificates at 101 Grove, Coroner's Office, Funeral Director's Offices, Office of State Registrar of Vital Statistics or other county vital statistics officers. Permits will be available at all but Coroner's Office.
- o Bureau Director, Chief Deputy Registrar and Vital Records Supervisor will each supervise one 8 hour period to maintain 24 hour operations if required.
- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer and others as authorized.

DIRECTOR - BUREAU OF RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Coordinate information status with Medical Examiner and Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIN the following:
  - \* Birth registration.
  - \* Provision of certified copies of birth certificates.
  - \* Provision of non-current death certificates.
  - \* All statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters and those requesting non-current death certificates to the Office of the State Registrar of Vital Statistics.
- o Provide other services as requested by the Director of Public Health Programs.
- o Maintain a log of all activities.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn-in all logs of activities as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### HEALTH CENTERS ON-SITE ADMINISTRATORS

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radios (AM/FM and walkie talkies) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o The most senior person on site is always in charge. (NOTE: The District Health Officer will always assume duties & responsibilities of the Dep. Dir. Public Health Programs at the Medical Command Post (MCP), in the absence of the Deputy Director. (Primary MCP site is 135 Polk St, 1st Fl. conference room.)
- o Evacuate facility if unsafe.
- o If facility is evacuated, secure prior to leaving.
- o Establish communications with MCP, if activated, and the nearest Fire Battalion Headquarters by radio or runners. Provide status reports on a regular basis concerning condition of structure, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek reports on the surrounding areas from all sources, official and non-official.
- o Set up and maintain a log of activities including date and time:
  - + Messages and response; departure and return of runner.
  - + Name, sex, age, birthdate of persons seeking conver/safety/first aid, including condition or assistance given.
  - + Personnel, including those reporting in by telephone.
  - + Facility status.

HEALTH CENTERS ON-SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Prepare battery operated AM radio for operations.
- o Coordinate with Medical Command Post (MCP) to determine best utilization of personnel. Assign necessary duties.
- o Coordinate and direct volunteers.
- o Await direction from MCP to declare Health Center as an official first aid station. HC-3 and HC-5 are likely to be opened first. Initiate procedures to officially open as a first aid station if immediate need is perceived.
- o Actively seek information on the nearest mass care shelter to relieve any overcrowding at the Health Center.
- o Provide assistance to persons seeking shelter or care; this includes directions to nearest open mass care center.
- o Staff in the field will take necessary safety precautions and will report to HC at the first opportunity by phone or in person. Report to nearest hospital or public facility if unable to reach HC.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR, DISEASE CONTROL

##### Pre-Emergency Period

- o Review and/or revise the disaster plan at least once each year.
- o Train personnel in their roles and responsibilities, communication options to be used and overall disaster plan as it relates to this particular site.
- o Establish coordinating procedures and agreements with interdepartmental units, i.e. Environmental Health Service and Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Report to the Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 125 Polk St, 1st Fl, conference Rm. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess situations at the three (3) Bureau sites through established communication; City Clinic is designated to open as a 1st aid station only if appropriate staff and supplies can be provided to support acute care operations. ( If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers.)  
(NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH, as needed.
- o Close other Disease Control sites and reassign personnel to support 1st aid operations at City Clinic, as needed.
- o Provide consultation on disease control requests coming into the MCP.



DIRECTOR, DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assist in the preparation of statements to the public on current status relevant to food, water, or toxic precautions which would be given to the radio and/or TV stations having broadcast capabilities.
- o Initiate system for collecting epidemiological data on injuries and casualties for statistical analysis.
- o Coordinate with Environmental Health and Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DISEASE CONTROL, SITE ADMINISTRATOR

##### Pre-Emergency Period

- o Review, revise and test disaster plan at least once a year.
- o Train site personnel in their roles and responsibilities, communications options to be used, locations of nearest Fire Battalion Headquarters Stations, and overall disaster plan as it relates to the particular work site.
- o Procure and maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o If the disaster occurs during normal business hours, report to worksite when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center.  
(NOTE: City Clinic is designated as a 1st aid station, provided staff and supplies to support acute care operations can be assigned to the site. If such supplies & staff cannot be obtained, the site will not open as a 1st aid station.)
- o Be prepared to go to the Medical Command Post (MCP), if activated, and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: The primary MCP site is 135 Polk St, 1st floor conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Prepare battery operated AM radio for operation.
- o Evacuate all staff and clients if unsafe. Secure facility after evacuation and report evacuation to chain of command.
- o Establish and maintain communication with MCP, if activated, and provide status reports on a regular basis. (NOTE: Due to lack of radio

DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

communications equipment, use runners to carry messages to the nearest Battalion Fire Headquarters Station. The information will be relayed from the station to the MCP by radio. Staff at TB Ward should use communications capability at SFGH.

- o Coordinate with MCP, if activated, to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers and supplies). Reassign personnel at Ward 94 to support SFGH operations.
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff.
- o Provide assistance/referral to persons seeking medical care.
- o Follow safety procedures established for management of conflagration.
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DISEASE CONTROL, SITE & FIELD PERSONNEL

##### Pre-Emergency

- o Review and test disaster plan at least once each year.
- o Receive training in disaster plan content, roles & responsibilities, etc.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Report to your work site during normal business hours, when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 staff should report to SFGH; all others should report to the DPH personnel pool at 101 Grove St., or alternate site if identified in an emergency radio broadcast.
- o Carry out assigned responsibilities; these may include providing back-up to Environmental Health Service or Emergency Medical Service., by participating in house to house outreach programs or assisting with casualty care.
- o Assist in collection of epidemiological data as assigned.
- o Follow safety procedures developed for management of conflagration.
- o Maintain a record of all activities and actions taken during emergency.

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##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment as directed.
- o Turn in all records of activities.





## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DEPUTY DIRECTOR OF OPERATIONS

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Go to the Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibility for direction and control of the MCP. (See checklist for Director of Medical Command Post.)  
(NOTE: The primary MCP site is 135 Polk St, 1st floor conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order.)
- o Organize Operations component; assign staff as needed if designated persons are not available. The working units are:
  - \* Personnel
  - \* Supplies
  - \* Transportation
  - \* Environmental Health
  - \* Toxics
  - \* Finance
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among the Operations working units.
- o Assess overall resources and public health needs of the system with staff.
- o Procure additional resources needed to support Health Department operations.

DEPUTY DIRECTOR OF OPERATIONS - cont'd.

Emergency Period

- o Determine best utilization & allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs and Mental Health components of the Department of Public Health.
- o Provide Director of the Medical Command Post (MCP) with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

##### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.
- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Personnel from Mass Staging Areas (MSAs) to work sites.
- o Coordinate procurement of vehicles, utilizing MUNI, DPH fleet pool and other public and private sector transport providers with MUNI Railway Transportation Support Services.
- o Coordinate with Supplies Function to obtain fuel, replacement tires, etc

TRANSPORTATION FUNCTION - cont'd.

Emergency Period - cont'd.

- o Coordinate vehicle assignment with priorities as determine by MCP staff.
- o Maintain status board of vehicular assignments, numbers, and availability
- o Fuel status/availability
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency serves and revert to normal operations.
- o Release mutual aid support and private sector personnel/vehicles when no longer needed or as directed.
- o Turn in all activities logs as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR OF PERSONNEL

##### Pre-Emergency Period

Through the DPH Departmental Personnel Officer (DPOs), the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop and implement a training module on disaster preparedness for use during orientation of all DPH employees.
- o Develop and implement a mechanism for supervisors to evaluate possession of basic knowledge of safety and other precautions to take in the event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel Offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH, Personnel.
- o Institute and maintain a telephone call back system based upon the organizational structure.

NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.

- o Test, review and/or revise disaster plan annually.



DIRECTOR OF PERSONNEL - cont'd.

Emergency Period

- o Report to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room.  
Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin.  
Area; and Health Center #2, in that order.)
- o Assess personnel needs & resources; establish personnel pool at 101  
Grove St, if feasible.
- o Subject to changes dictated by the nature of the disaster, mobilize and  
assign employees to predesignated districts. Activate call back system,  
if practicable.
- o Assess personnel staff in each district and designate the most senior  
personnel staff member present as the Senior Human Resource Manager em-  
powered, under his general direction, to make personnel decisions and  
assignments.
- o Establish and maintain a registry of all volunteers according to speci-  
fic guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and  
other City & County employees and evaluate their background, knowledge,  
and abilities so proper assignment can be made to major personnel units.
- o Respond to requests for personnel by reviewing skills bank information  
and assigning appropriate registered volunteers/employees.
- o Develop a runner system for inter/intra-district deployment of goods,  
and other services.
- o Develop/maintain accurate records by designating appropriate forms as  
necessary, by recording all requests as well as assignments made and  
completed, and maintain registries for volunteers/employees.

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Post-Emergency Period

- o Release mutual aid personnel when no longer needed.
- o Phase out emergency operations and resume normal operations.
- o Turn in all logs of activities and actions.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR OF SUPPLIES

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with Purchasing at SFGH, City Purchaser, and other public and private suppliers as appropriate.

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##### Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Go to Medical Command Post (MCP) if activated, and obtain briefing.  
(NOTE: Primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - 1) Immediate needs.
  - 2) Needed within 6 Hours.
  - 3) Needed within 12 Hours.
  - 4) Needed within 24 Hours.
- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support the Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with City Purchaser to ensure that receipt and distribution of supplies is adequately documented.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Maintain accurate records of all costs, requisitions, etc.; coordinate with Finance to establish an audit trail of all transactions.
- o Provide status reports to Director of Operations and MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Follow up and complete all records of transactions.
- o Turn in log of activities as directed.

Appendix E-4

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CONFLAGRATION

DIRECTOR OF FINANCE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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Emergency Period

- o Avoid/evacuate zone of conflagration; take self-protective measures; remain up-wind of disaster scene.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing.
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.
- o Coordinate with Director of Personnel to ensure adequate documentation of man-hours worked to support disaster operations.
- o Utilize staff from "personnel pool" as necessary to support operations.
- o Provide Director of Operations and MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Compile and complete all transactions initiated during the emergency period.
- o Coordinate with the Controller to obtain federal reimbursement for disaster related expenses, as might be available.
- o Phase out emergency procedures and revert to normal operations.
- o Turn in log of activities as directed.





## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

##### Emergency Period

- o Avoid/evacuate zone of conflagration, take self-protective measures.
- o Report to the Medical Command Post (MCP), if activated, obtain briefing
- o Assess:
  - + Overall condition of affected district(s).
  - + Locations in which the most hazardous materials are present.
  - + The physical state of the hazardous substances.
  - + The condition of facilities /structures holding hazardous materials.
  - + The availability and condition of safety equipment in affected district(s).
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for incompatible materials to come in contact.
  - + The presence of extremely hazardous materials/radioactive materials.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into areas where releases have occurred.
  - + The need for equipment and supplies in affected district(s).
  - + The negative or positive impact of Utility services (water, gas, electric.)
  - + The need to order evacuation of an area or portion of a district.
  - + The accessibility of vendors in the City capable of supplying gear and equipment.
  - + The location of other department's equipment which could be used in control activities.

(NOTE: These are consistent with the items on the Report of Chemical Emergency Response form.)

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o As circumstances dictate, establish contact with:
  - \* District Health Center: 1, 2, 3, 4, 5.
  - \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
  - \* US Coast Guard.
  - \* EPA.
  - \* State Health (Toxics).
  - \* Water Resource Control Board.
  - \* Department of Public Works.
  - \* PUC (City).
  - \* PG&E.
  - \* Agricultural Commissioner.
  - \* Cleanup contractors.
  - \* Bay Area Air Quality Management District.
  - \* Analytical laboratories.
  - \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Provide inspection, assistance and advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Building 30, Ward 35, SFGH to analyze toxic spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o Provide status reports on a regular basis to MCP/ECC if activated.
- o Request outside assistance as needed through the Director of Health.
- o Maintain log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in all activities logs, as directed.



Appendix E-4

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CONFLAGRATION

TOXICS INSPECTOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Take self-protective measures as appropriate.
- o Establish contact with:
  - \* Emergency Response District Headquarters - Battalion Fire Station.
  - \* Local utility representative (gas, electric, water, etc.).
  - \* Medical Command Post (MCP).
  - \* District Health Center.
- o Assess:
  - + Overall condition in district(s).
  - + The locations containing the most hazardous substances.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability and condition of safety equipment in district.
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for the mixing of incompatible materials.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the districts for supplies, support & equipment, supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric).

(NOTE: These are consistent with the items in the Report of Chemical Emergency Response form.)
- o Utilize communication capability of DPH personnel at the affected Battalion Headquarters Station(s) to communicate with MCP if necessary.



TOXICS INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Notify Medical Command Post (MCP), if activated, and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety in coordination with other responding agencies.
- o Provide status reports on a regular basis to the MCP including all significant events and changes.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in activities log(s) as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH Divisions, Dept. Public Works, Water Dept., Red Cross.

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##### Emergency Period

- o Avoid/evacuate conflagration zone: take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. Primary site is 135 Polk St, 1st fFl, conference room.
- o Establish contact with Environmental Health Inspectors at Battalion Fire Headquarters stations and Health Centers.
- o Assess overall resources and public health and safety needs, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Assess staffing; coordinate with Toxics for best utilization of personnel.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, Department of Public Health as needed.
- o Coordinate the collection and disposal of dead animals with Animal Control.

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the DPW and the City Purchasing Department.
- o Coordinate the transportation of water to points of consumption with DPW, Water Department, Fire Department and Red Cross.
- o Coordinate with Public Information Officer to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/ECC, if activated.
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in activities log as directed.

## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### ENVIRONMENTAL HEALTH INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Take self-protective measures & following actions as appropriate.
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP).
- o One Environmental Health Inspector is to be at each of the affected District Fire Battalion Headquarters Station(s). The most senior inspector at any given Battalion Station will coordinate assessment of environmental hazards in district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of each district, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at affected Battalion Fire Station to communicate with the MCP, if necessary.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH, as might be required/needed.
- o Collect and dispose of dead animals in coordination with Animal Control.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Establish chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with Dept. Public Works, Water Dept., Fire Dept. and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Provide status reports on a regular basis to affected Fire Battalion Headquarters Stations, and the MCP/ECC, if activated.
- o Request outside assistance as needed through the Director of Environmental Health.
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in all activities log(s) as directed



## Appendix E-4

### EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

#### ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

#### Pre-Emergency Period

- o Receive training module on disaster preparedness training, as conducted by DPH personnel.
- o Review and update work-site disaster plan annually.

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#### Emergency Period

- o Avoid/evacuate conflagration zone; take self-protective measures; remain up-wind of disaster scene.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network broadcast for instructions to City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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#### Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log to supervisor as directed.



Appendix E-5/Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

Pre-Emergency Period

- o Train civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures & agreements, as necessary, with CMHS contractors, Red Cross, professional societies, and suppliers.
- o Review, test and/or revise disaster plan at least twice annually.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert message,

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Coordinate with key staff & clinic sites to notify and assist personnel & clients in evacuating unsafe areas.
- o Assess mental health resources & needs, and capability of providing support to mass care shelters & casualty care facilities.
- o Notify and retain key personnel.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Establish contact with the chain of command; report to the MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Contact Director of MCP or DPH Director at Emergency Coordination Center (ECC), if activated, to obtain briefing and assignment.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd.

Emergency Period - cont'd.

- o Coordinate with other departments through the Director of MCP to evacuate mental health facilities in threatened areas.
- o Determine status of personnel and volunteers availability.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain a record of all activities and actions taken.
- o Establish contact with CMHS personnel at hospitals, Health Centers, mass care centers to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.
  - + Staff resources.
  - + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other ECC liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public Safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morgue(s).
  - + Disaster Assistance Center(s).
- o Provide personnel with safety instructions established for management of the disaster.

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Post-Emergency Period

- o Continue to provide services and maintain records.
- o Assess need for additional services.
- o Apply for state or federal assistance, if available, for recovery period and follow-up support service.
- o Phase out emergency procedures.
- o Turn in record of activities as director.

Appendix E-5/Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

MENTAL HEALTH CLINICIANS

Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4, and 10. Time would not allow for alert message.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist clients with evacuation as needed.

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Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o evacuate unsafe areas; assist others as needed.
- o Establish contact with the chain of Command for briefing and assignment. (The Deputy Director, Mental Health will report to the Medical Command Post (MCP). (NOTE: The primary MCP site is 125 Polk St. 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Report to assigned location and obtain briefing from on-site manager.



MENTAL HEALTH CLINICIANS - cont'd.

Emergency Period - cont'd.

- o Provide crisis management services and establish a log to document:
  - + Number of victims & families.
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.
- o Follow safety instructions established for management of the disaster.

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Post-Emergency Period

- o Continue to maintain logs and provide status report to chain of command.
- o All work assignments and phase-out activities will be at the discretion of the chain of command.
- o Turn in all activity log(s), as directed.

Appendix E-5/Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements, as necessary, with other City agencies and departments, suppliers, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1,3,4 and 10. Time would not allow for alert messages.

- o Avoid potential inundation areas and prepare to evacuate.
- o Notify and retain key personnel.
- o Assess public health needs and resources; develop contingency plans and notify suppliers of potential needs.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to the MCP, if activated, and obtain status report. Be prepared to assume responsibilities of Director, MCP in the absence of the Deputy Director and the EMS Director. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Evacuate unsafe areas.
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are: Disease Control, Laboratory Services, Health Centers, and Records & Statistics.

DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources & public health needs of the system with staff.
- o Determine best utilization & allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Consider activation of City Clinic as a 1st aid station only if sufficient supplies & staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations & Mental Health components of the DPH.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Provide Director, MCP with status reports on a regular basis. Advise Director, MCP and Director of Health on key issues & recommended actions.
- o Assess need & make recommendation for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during disaster.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in log(s) of activities as directed.

Appendix E-5/Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, PUBLIC HEALTH LABORATORY

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
  - o Train staff in their roles and responsibilities, plan content, etc.
  - o Establish coordinating procedures & agreements as necessary with other laboratories, suppliers, Water Department, and other DPH divisions.
- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*

Warning/Alert

The Tsunami alert period may vary from 1 to 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1,3,4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Assess needs, resources, and potential impact of inundation on laboratory functions; develop contingency plans for meeting needs.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Go to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Evacuate unsafe area(s).
- o Assess staffing & capability of laboratories to function - Microbiology Lab, 4th Fl., DPH; Chemistry-Toxicology Lab, Ward 35, Bldg. 30, SFGH.
- o Coordinate for needs of Environmental Health, Toxics & Communicable Disease Control to determine best utilization of lab. personnel.

PUBLIC HEALTH LABORATORY - cont'd.

Emergency Period - cont'd.

- o Consider sending staff to support laboratories (e.g. SF Water Department Lab.) if own facilities are not operational.
- o Analyze water samples for potability (i.e., coliform bacteria); and identify toxic substances as needed.
- o In coordination with other MCP components, provide personnel with safety instructions established for management of the disaster.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in all logs of activities as directed.



Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

LABORATORY STAFF

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Warning/Alert

The Tsunami alert period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.

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Emergency Period

- o Evacuate unsafe areas.
- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). (NOTE: The primary MCP site is 125 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Obtain briefing from Director, Public Health Laboratories or designee.
- o Determine ability of lab. to function, if not already known, and notify Director, Public Health Laboratories of status.
- o Analyze water samples for potability & identify for toxic substances.
- o Notify Director, Public Health Laboratories or designee of lab. findings
- o Provide support to Environmental Health, Toxics & Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories (e.g., Water Department Lab) as determined by the Director, Public Health Laboratories and in coordination with laboratory managers.

LABORATORY STAFF - cont'd.

Emergency Period - cont'd.

- o Follow safety instructions established for management of the disaster.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post -Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director, Public Health Laboratories or designee when mutual aid personnel / equipment is no longer needed.
- o Turn in all logs of activities as directed.

Appendix E-5/Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, BUREAU of RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with Coroner funeral directors, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GC to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key staff.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Report to MCP, if activated, and obtain briefing and assess needs.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Coordinate death registration with Coroner's Office.
- o Register deaths & issue permits for disposition of human remains at 101 Grove St, or relocate to Coroner's Office with key staff to carry on operations, if needed.
- o Assign available staff to type short form death certificates on an emergency basis only.

DIRECTOR, BUREAU of RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Obtain supplies of death certificates at 101 Grove: Coroner's Office, Funeral Director's Offices, Office of State Registrar of Vital Statistics & other county vital statistics offices. Permits will be available at all but the Coroner's Office.
- o Bureau Director, Chief Deputy Registrar & Vital Records Supervisor will each supervise one (1) eight (8) hr. period to maintain 24 hr. operation if required.
- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer (PIO) and others.
- o Coordinate information status with Medical Examiner & Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIL the following: birth registration; provision of certified copies of birth certificates & non-current death certificates; and all statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters & those requesting non-current death certificates to the Office, State Registrar of Vital Statistics.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of disaster.
- o Provide other services as requested by Director, Public Health Programs.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel when no longer needed.
- o Turn in all logs of activities as directed.

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

HEALTH CENTERS ON-SITE ADMINISTRATORS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radios (AM/FM and walkie talkies) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assist clients with evacuation as needed.
- o Listen to emergency radio broadcast network for safety instructions, in changes alert status, etc.
- o Prepare to open Center as a first aid station.

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Emergency Period

- o The most senior person on site is always the person in charge. NOTE: The District Health Officer will always assume the duties & responsibilities of the Deputy Director, Public Health Programs at the Medical Command Post (MCP), in the absence of the Deputy Director. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Survey facility and evacuate if unsafe.



HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- o Evacuate facilities in areas threatened by inundation.
- o Secure facility that has to be evacuated.
- o Establish communications with MCP and nearest Fire Battalion Headquarters Station by means of radio or runners. Provide status reports on a regular basis: condition of structure, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek reports on the surrounding area from all sources, official and non-official.
- o Set and maintain a log of all activities and actions including date and time:
  - + Messages & response; departure & return of runner.
  - + Name, sex, age, birthdate persons seeking cover/safety/first aid, including condition or assistance given.
  - + Personnel, including those reporting in by telephone.
  - + Facility status.
- o Prepare battery operated AM radio & flashlights for operation.
- o Coordinate with MCP to determine best utilization of personnel. Assign necessary duties as might be determined.
- o Coordinate and direct volunteers.
- o Provide personnel & volunteers with safety instructions established for management of the disaster.
- o Await direction from MCP to declare Health Center as an official 1st aid station. HC-3 & HC-5 are likely to open first. Initiate procedures to officially open as a first aid station if need is perceived.
- o Await direction to perform house to house surveys/outreach/information distribution in support of environmental health operations.
- o Actively seek information on the nearest mass care shelter to relieve overcrowding at the Health Center.

HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- o Provide assistance to persons seeking shelter or care: this includes directions to nearest open mass care center.
- o Staff in the field will take necessary safety precautions and will report to Health Center at the first opportunity by telephone or in person. Report to nearest hospital or public facility if unable to reach Health Center.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities and actions taken during disaster.



Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, DISEASE CONTROL

Pre-Emergency Period

- o Review and/or revise the disaster plan at least once a year.
- o Train personnel in their roles & responsibilities, communication options to be used & overall disaster plan as it relates to particular sites.
- o Establish coordinating procedures & agreements with interdepartmental units, i.e., Environmental Health Service & Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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Warning/Alert Period

The Tsunami alert period may vary from 1 to 16 hours. Impact could be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Sieche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain key personnel.
- o Prepare for activation of the Medical Command Post (MCP).
- o Assess potential impact of inundation, needs and resources; develop contingency plans.

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Emergency Period

- o Evacuate unsafe areas.
- o Report to the MCP, if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

DIRECTOR, DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assess situation at the three (3) Bureau sites through established communications; City Clinic is designated to open as a 1st aid station only if appropriate staff & supplies can be provided to support acute care operations. If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers. (NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered by the Command Post.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH as needed.
- o Close other Disease Control sites & reassign personnel to support first aid operations at City Clinic as needed.
- o Provide consultation on disease control requests coming in to MCP.
- o Assist in preparation of statements to public on current status relevant to food, water or toxic precautions which would be given to radio and/or TV stations.
- o Initiate system for collecting epidemiological data on injuries & casualties for statistical analysis.
- o Coordinate with Environmental Health & Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Maintain a record of all activities taken during the disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all records and logs as directed.



EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DISEASE CONTROL, SITE ADMINISTRATOR

Pre-Emergency Period

- o Review, revise and test disaster plan at least once each year,
- o Train site personnel in their roles & responsibilities, communication options to be used, locations of nearest Fire Battalion Headquarters Station, and overall disaster plan as it relates to the particular work site,
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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Warning/Alert Period

The Tsunami alert warning period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Battalion Dist.) 7 & 8; Richmond, Sunset /Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay The frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation,
- o Follow safety instructions & status reports provided by emergency broadcast network on AM radio.

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Emergency Period

- o Evacuate unsafe areas.
- o If the disaster occurs during normal business hours, report to worksite when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center. (NOTE: City Clinic is designated as a 1st aid station, provided that staff & supplies to support acute care operations can be assigned to the site.)
- o Be prepared to go to the Medical Command Post (MCP) and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: Primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)

DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Prepare battery operated AM radio and flashlights for operation.
- o Survey facility and evacuate all staff & clients if unsafe.
- o Secure facility if evacuation is required.
- o Set up and maintain log to document facility status, personnel status, information on persons seeking refuge and/or medical assistance, and all incoming requests and their responses.
- o Establish & maintain communication with MCP and provide status reports on a regular basis. (NOTE: Due to lack of radio communications equipment, use runners to carry messages to the nearest Fire Battalion Headquarters Station. The information will be relayed from the Battalion Station to the MCP by radio. The nearest Battalion Station to City Clinic is located at 36 Bluxome. Staff at TB Ward should use communications capability available at SFGH.)
- o Coordinate with the MCP to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers & supplies). Reassign personnel at TB Ward 94 to support SFGH operations.
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff as might be required.
- o Provide personnel with safety instructions established for management of disaster.
- o Provide assistance/referral to persons seeking medical care.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all records of activities as directed.

Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DISEASE CONTROL, SITE & FIELD PERSONNEL

Pre-Emergency Period

- o Receive training in disaster plan content, roles and responsibilities, etc
- o Review and test disaster plan at least once a year.

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Warning/Alert Period

The Tsunami alert warning period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to emergency broadcast network on AM radio for information and instructions.

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Emergency Period

- o Evacuate unsafe area.
- o Report to work site during normal business hours, when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 staff should report to SFGH; all others should report to the DPH personnel pool at 101 Grove, or alternate site if designated in an emergency broadcast.
- o Carry out assigned responsibilities; these may include providing back-up to Environmental Health Service or Emergency Medical Service, by participating in house to house outreach programs or assisting with casualty care.
- o Assist in collection of epidemiological data as assigned.
- o Follow safety instructions established for management of the disaster.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency operations & revert to normal operating procedures.
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all logs of activities as directed.



EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DEPUTY DIRECTOR OF OPERATIONS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies and departments, suppliers, etc.

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Warning/Alert Period

The Tsunami alert warning period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Times would not allow for alert messages:

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Determine potential environmental hazards and mitigation alternatives.
- o Assess resources & potential needs, and develop contingency plan for meeting the needs as determined.
- o Coordinate with Red Cross, Salvation Army & School District to begin inspection of mass care facilities which would likely be opened.
- o Notify and retain staff.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain status report. Be prepared to assume responsibility for direction & control of the MCP. (See Checklist for Director, Medical Command Post.) (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)



Public Health Operations  
Response to Tsunami/Seiche  
Inundation

Emergency Period - conf'd.

- o Organize operations component; assign staff as needed if designated persons are not available. The working units are:
  - + Personnel.
  - + Supplies.
  - + Transportation.
  - + Environmental Health.
  - + Toxics.
  - + Finance.
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among Operations working units.
- o Assess overall resources & public Health needs of the system with staff.
- o Procure additional resources needed to support Health Department operations.
- o Determine best utilization & allocation of public health resources, in coordination with MCP & Emergency Coordination Center (ECC), if activated
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs & Mental Health components of DPH.
- o Provide Director, MCP with status reports on a regular basis. Advise Director, MCP & Director of Health on key issues & recommended actions
- o Assess need & make recommendations for obtaining mutual aid resources.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Maintain a log of activities and actions taken during disaster.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in activities logs as directed.

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities: plan content, etc.
- o Establish coordinating procedures & agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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Warning/Alert Period

The Tsunami alert period may vary from 1 -16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist: 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Alert suppliers to potential needs as might be directed.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain status report. (NOTE: The primary MCP is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm, 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.; coordinate with MUNI.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.

TRANSPORTATION FUNCTION - cont'd.

Emergency Period

- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement.
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Movement of personnel from staging areas (MSAs) to work sites.
- o Coordinate procurement of vehicles to transport, utilizing MUNI, DPH fleet pool, and other public resources. Make arrangements with private transport providers, in coordination with MUNI Railway, to augment the public sector.
- o Coordinate with Supplies to obtain fuel, replacement tires, parts, etc.
- o Coordinate vehicle assignments with priorities as determined by the MCP staff.
- o Maintain status board of vehicle availability, type, in-service/out of service, etc.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid and private sector personnel, vehicles and equipment when no longer needed.
- o Turn in activities logs as directed.

Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR OF PERSONNEL

Pre-Emergency Period

Through the DPH Departmental Personnel Officers, (DPOs) the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop & implement a mechanism for supervisors to evaluate possession of basic knowledge of safety & other precautions to take in event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH Personnel.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Institute and maintain a telephone call-back system based upon the organizational structure. NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.
- o Test, review and/or revise disaster plan annually.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8: Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

DIRECTOR OF PERSONNEL - cont'd.

Warning/Alert Period - cont'd.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain personnel.
- o Prepare to establish personnel pool at 101 Grove, or alternate site as might be designated.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Report to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess needs and resources.
- o Establish personnel pool at 101 Grove if feasible. Coordinate with Public Information Officer (PIO) to broadcast this on alternate location for DPH employees.
- o Subject to changes dictated by the disaster, mobilize & assign employees to predesignated districts. Activate call-back system, if practicable.
- o Assess personnel staff in each district & designate the most senior personnel staff member present the Senior Human Resources Manager empowered, under his/her general direction, to make personnel decisions and assignments.
- o Establish and maintain a registry of all volunteers according to specific guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and other City employees and evaluate their backgrounds, knowledge, and abilities in order to allocate each to major personnel categories.



DIRECTOR OF PERSONNEL - cont'd.

Emergency Period - cont'd.

- o Respond to requests for personnel by canvassing the skills bank and assigning appropriate registered volunteers/employees.
- o Provide staff and volunteers with safety instructions established for management of the disaster.
- o Develop a runner system for inter and intra-district deployment of goods and other services.
- o Develop and maintain accurate records by designing appropriate forms as necessary, by recording all requests as well as all assignments made and completed, and maintain registries for volunteers and employees.

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Post-Emergency Period

- o Phase out emergency operations and resume normal operations.
- o Release mutual aid personnel, volunteers and other assigned City employees when no longer needed.
- o Turn in activities logs or other information as directed.



EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR OF SUPPLIES

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures, as necessary with City Purchasers Office at City Hall, Purchasing at SFGH and other public and private suppliers as appropriate.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8: Richmond, Sunset/Park side, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Alert suppliers of potential needs as directed.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - + Immediate needs
  - + Needed within 6 hours.
  - + Needed within 12 hours.
  - + Needed within 24 hours.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with Environmental Health in the procurement of foodstuffs.
- o Coordinate with Purchasing at City Hall to ensure that receipt and distribution of supplies is adequately documented.
- o Maintain accurate records of all costs, requisitions, etc.; coordinate with Finance to establish an "audit trail" of all transactions.
- o Provide status reports to Director of Operations & MCP on regular basis.
- o Maintain a record of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Follow-up and complete all records of transactions.
- o Turn in all activities logs as directed.

Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR OF FINANCE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hrs. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GC to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain personnel.
- o Prepare for activation of the Medical Command Post; review fiscal procedures with Transportation & Supplies functions.

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Emergency Period

- o Go to Medical Command Post (MCP), if activated and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies



DIRECTOR OF FINANCE - cont'd.

Emergency Period - cont'd.

- o Coordinate with Personnel to ensure adequate documentation of man-hours worked to support disaster operations.
- o Utilize staff from Personnel Pool as necessary to support operations.
- o Provide Director, Operations & MCP with status reports on regular basis.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Compile & complete all transactions incurred during the emergency period.
- o Phase out emergency procedures and revert to normal operations.
- o Coordinate with the Controller to obtain federal reimbursement, as might be available, for disaster related expenses.
- o Turn in all activities logs as directed.

Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assess potential environmental hazards and mitigation alternatives.
- o Assess resources & potential needs; notify suppliers of potential needs.
- o Notify and retain personnel.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Report to the Medical Command Post (MCP), if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)

MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM - cont'd.

Emergency Period - cont'd.

o Assess:

- \* Overall condition in each affected district.
- \* Locations in which the most hazardous materials are present.
- \* Extent of involvement of hazardous substances in the districts.
- \* The physical state of the hazardous substances.
- \* The condition of containers containing hazardous materials.
- \* The condition of facilities/structures holding hazardous materials.
- \* The availability and condition of safety equipment at sites.
- \* The availability and condition of safety equipment in districts.
- \* Resources in the districts useful in controlling hazardous materials.
- \* The stability (or instability) of situations in the districts.
- \* The potential for incompatible materials to become mixed or in contact.
- \* The presence of extremely hazardous materials or radioactive materials.
- \* The population affected or potentially affected by releases.
- \* The proximity of releases to emergency care facilities.
- \* The route of entry into areas where releases have occurred.
- \* The need for equipment and supplies in each district.
- \* The negative or positive impact of Utility Services (water, gas, and electric).
- \* The need to order evacuation of a district, or portion thereof.
- \* The capability and resources to neutralize hazardous materials.
- \* The accessibility to any vendors in the district capable of supplying gear and equipment.
- \* The location of other department's equipment in the districts which could be used in control activities.

(NOTE: These are consistent with the Items on the Report of Chemical Emergency Response form.)

o As circumstance dictate, establish contact with:

- \* District Health Centers : 1, 2, 3, 4, 5.
- \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
- \* Coast Guard.
- \* EPA.
- \* State Health (Toxics).
- \* Water Resource Control Board.
- \* DPW.
- \* PG&E.
- \* Agricultural Commissioner.
- \* Cleanup contractors.

MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM - cont'd.

Emergency Period - cont'd.

- \* Bay Area Air Quality Management District,
- \* Analytical laboratories,
- \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of disaster.
- o Provide inspection, assistance & advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil & water contamination and conduct sampling & analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Bldg. 30, Ward 35, SFGH to analyze toxics spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer (PIO) to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to MCP/Emergency Coordination Center (ECC), if activated.
- o Request outside assistance as needed through Director of Health.
- o Maintain a record of all activities and actions taken during disaster.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities logs as directed.





Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

TOXICS INSPECTOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8: Richmond, Sunset/Parkside, GGP and Zoo. Seiche is associated with EQ: would impact Bay frontage from GG to China Basin. In Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Assess potential hazards and mitigation alternatives.

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Emergency Period

- o Evacuate unsafe areas.
- o Establish contact with:
  - + District Battalion Headquarters Fire Station.
  - + Local utility station, as appropriate (gas, water etc.)
  - + District Health Center.
  - + Medical Command Post (MCP).(NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess:
  - + Overall condition in district.
  - + The locations containing the most hazardous substances, as might be affected.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability & condition of safety equipment at sites.

TOXICS INSPECTOR -cont'd.

Emergency Period - cont'd.

- + The availability and condition of safety equipment in the district (i.e. vendors).
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability ( or instability ) of situations in the district.
  - + The potential for incompatible materials to come in contact.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the district for supplies, support and equipment.
  - + Equipment and supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric)  
(NOTE: These are consistent with the items in the Report of Chemical Emergency Response Form.)
- o Utilize communications capability of DPH personnel at Battalion Headquarters Fire Station to communicate with the MCP, if necessary.
  - o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
  - o Consider soil & water contamination and conduct sampling & analysis as appropriate.
  - o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health & safety in coordination with other responding agencies.
  - o Provide status reports on a regular basis to MCP including significant events and changes.
  - o Follow safety instructions established for management of disaster.
  - o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services & revert to normal operations, as directed.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Turn in all activities logs as directed.
- o Ensure proper maintenance of all equipment and supplies.

Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

DIRECTOR, ENVIRONMENTAL HEALTH

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH Divisions, Dept. Public Works, Water Dept., Red Cross, Salvation Army, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset /Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Notify and retain staff.
- o Assess potential environmental hazards and mitigation alternatives.
- o Coordinate with Red Cross, Salvation Army, and School District to begin inspection of mass care facilities which would likely be opened.
- o Consider issuing standby order for chemical toilets in coordination with Purchasing and Department of Public Works.
- o Prepare for activation of the Medical Command Post (MCP).

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Emergency Period

- o Evacuate unsafe areas.
- o Go to MCP, if activated, and obtain briefing. (NOTE: Primary MCP is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6 Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously

DIRECTOR, ENVIRONMENTAL HEALTH - cont'd.

Emergency Period - cont'd.

listed site is not able to function.)

- o Establish contact with Environmental Health Inspectors at Battalion Fire Headquarters Stations and/or Health Centers.
- o Assess overall resources and public health & safety needs, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage & garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the district.
- o Assess staffing: coordinate with Toxics for best utilization of personnel
- o Coordinate with other MCP components to provide personnel with safety instructions established for management of the disaster.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH to analyze water samples for potability.
- o Coordinate the collection and disposal of dead animals with Animal Control.
- o Coordinate with Coroner on any health-related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the Purchaser, City Hall, Public Works, and Red Cross.
- o Coordinate the transportation of water to points of consumption with the Water Department, Department of Public Works, Red Cross and Fire Dept.

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate with Public Information Officer (PIO) to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/Emergency Coordination Center (ECC).
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities log as directed.





Appendix E-5/ Appendix E-6

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

ENVIRONMENTAL HEALTH INSPECTOR

Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche us associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Inspect mass care shelters as directed.
- o Assess potential environmental hazards and mitigation alternatives.

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Emergency Period

- o Evacuate unsafe areas.
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP), if activated. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o One Environmental Health Inspector is to be at each of the affected District Fire Battalion Stations. The most senior inspector at the given Battalion Station(s) will coordinate assessment of environmental hazards in that district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of each district, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- + Rodent and vector control.
- + Sanitation services in temporary kitchens, mass care facilities, etc.
- + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at Battalion Headquarters Fire Stations to communicate with MCP if necessary.
- o Provide inspection, assistance and advice on general environmental health & safety matters, hazard potentials & mitigation alternatives.
- o Monitor sanitation services at emergency facilities. Utilize the capability of the Public Health Microbiology Laboratory, 4th Floor, DPH to analyze water samples for potability.
- o Collect & dispose of dead animals in coordination with Animal Control.
- o Coordinate with the Coroner on any health-related problems associated with the disposal of the dead.
- o Establish chemical toilets & other temporary facilities for disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with the Water Department, Fire Department, MUNI RR, and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health & safety.
- o Notify MCP and other appropriate agencies of events and sources of contamination dangerous to the public safety.
- o Follow safety instructions established for management of disaster.
- o Provide status reports on a regular basis to Battalion Fire Stations, & the MCP/Emergency Coordination Center (ECC), if activated.
- o Request mutual aid as needed through Director, Environmental Health.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Turn in activities log(s) as directed.

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI / SEICHE INUNDATION

ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

Pre-Emergency Period

- o Receive training module on disaster preparedness, as conducted by DPH personnel.

- o Review and update work-site disaster plan annually.

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Warning/Alert Period

The Tsunami alert period may vary from 1 - 16 hours. Impact would be in Emergency Districts (same as Fire Battalion Dist.) 7 & 8; Richmond, Sunset/ Parkside, GGP and Zoo. Seiche is associated with EQ; would impact Bay frontage from GG to China Basin, in Emergency Dist. 1, 3, 4 and 10. Time would not allow for alert messages.

- o Avoid, prepare to evacuate, or evacuate areas threatened by inundation.
- o Listen to AM radio emergency network broadcasts for instructions and status reports.

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Emergency Period

- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network broadcast for instructions to City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment.
- o Maintain a log of time worked and disaster related work activities.

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Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log of activities to supervisor as directed.





Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

Pre-Emergency Period

- o Train Civil Service personnel in their roles and responsibilities; update annually.
- o Establish coordination procedures and agreements, as necessary with CMHS contractors, Red Cross, professional societies, and suppliers.
- o Review, test and/or revise disaster plan annually.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster.
- o Establish contact with the chain of command; report to the Medical Command Post (MCP), if activated. (NOTE: The primary MCP is 135 Polk St, 1st floor conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Contact DPH Director or designee at the Emergency Coordination Center (ECC), if activated, at 1003 Turk St. to obtain briefing & assignment.
- o Determine status of personnel and volunteer availability.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain record/log of all activities and actions taken during emergency period.

DEPUTY DIRECTOR, MENTAL HEALTH - conf'd.

Emergency Period - conf'd.

- o Establish contact with CMHS personnel at hospitals, Health Centers, Mass Care Centers, as activated, to determine:
  - + Status of facilities,
  - + Number of victims,
  - + Types of stress problems assessed,
  - + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other EDC, if activated, liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public safety personnel,
  - + Search & Rescue teams,
  - + Mass Care Centers,
  - + Morgue(s),
  - + Disaster Assistance Center(s), if activated.

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Post-Emergency Period

- o Continue to provide services and maintain appropriate records.
- o Assess for additional services.
- o Apply for state or federal assistance, if available, for recovery period and follow-up support services.
- o Phase out emergency procedures.
- o Turn in log of activities and actions taken, as directed.

Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

MENTAL HEALTH CLINICIANS

Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster as might be required.
- o Assess immediate situation and activate safety procedures per site emergency plan.
- o Establish contact with chain of command for briefing and assignment.
- o Report to assigned location and obtain briefing from on-site manager.
- o Provide crisis management services and establish a record to document:
  - + Number of victims & families.
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.
- o Follow safety precautions and procedures established for management of the event.

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Post-Emergency Period

- o Continue to maintain records & provide status report to chain of command.
- o All work assignments & phase out activities will be at the discretion of the chain of command.
- o Turn in records as directed.



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

OMH - NON-CLINICIANS

Pre-Emergency Period

- o Receive disaster preparedness training briefing.
- o Review and update, as required, work-site disaster plan annually.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take self-protection measures as appropriate.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network radio broadcasts for instructions to City employees.
- o When conditions allow, report to DPH personnel pool at 101 Grove St. (or alternate designated site if identified in the emergency radio broadcast) for temporary work assignment as might be directed.
- o Follow safety precautions & procedures established for mgmt. of event.
- o Maintain a record of time worked and disaster-related work activities.

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Post-Emergency Period

- o Turn in log(s) of activities work record, etc. as directed.
- o Return to normal work assignments as directed.





Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies and departments, suppliers, etc.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take self-protection measures as appropriate.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibilities of Director of MCP in the absence of the Deputy Director of Operations and the EMS Medical Director.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are:
  - + Disease Control,
  - + Laboratory Services,
  - + Health Centers,
  - + Records & Statistics,
- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources and public health needs of the system with staff.

DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Determine best utilization and allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Consider activation of City Clinic as a first aid station only if sufficient supplies & staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations & Mental Health components of the DPH.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in record of activities as directed.

Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR, PUBLIC HEALTH LABORATORY

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other laboratories, suppliers, and other DPH Divisions.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room.  
Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area  
and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Assess staffing & capability of laboratories to function - Microbiology Lab, 4th Fl. DPH; Chemistry-Toxicology Lab, Ward 35, Bldg. 30, SFGH.
- o Coordinate needs of Environmental Health, Toxics & Communicable Disease Control to determine best utilization of lab personnel.
- o Identify toxic substances as needed.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP, if activated, with status reports on a regular basis.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Turn in record of activities as directed.





EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

LABORATORY STAFF

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take self-protective measures as appropriate.
- o Report to laboratory & establish contact with Medical Command Post (MCP) if activated. Primary MCP is 135 Polk St. 1st Fl. conference room.
- o Obtain briefing from Director, Public Health Laboratories or designee.
- o Determine ability of laboratory to function, if not already known, and notify Director, Public Health Laboratories of status.
- o Identify toxic substances as needed.
- o Notify Director, public Health Laboratories or designee of lab findings.
- o Provide support to Environmental Health, Toxics & Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories as determined by the Director, Public Health Laboratories or designee.
- o Provide MCP with status reports on a regular basis.
- o Maintain a record of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Notify Director, Public Health Laboratories when mutual aid personnel equipment are no longer needed.
- o Turn in record of activities as directed.



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR - BUREAU OF RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary; with Coroner, funeral directors, etc.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take self-protective measures.
- o Report to Medical Command Post (MCP), if activated, obtain briefing and assess needs. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are SFGH, Rm 2A6, Laguna Honda Hospital, Admin Area; and Health Center #2, in that order.)
- o Coordinate death registration with Coroner's Office.
- o Coordinate with Toxics to ensure that personnel follow appropriate safety precautions.
- o Register deaths & issue permits for disposition of human remains at 101 Grove St. or relocate to Coroner's Office with key staff to carry on operations, if required.
- o Assign available staff to type short form death certificates on an emergency basis only.
- o Obtain supplies of death certificates at 101 Grove St, Coroner's Office, Funeral Directors' Offices, Office of State Registrar of Vital Statistics and other county vital statistics offices. Permits will be available at all but Coroner's Office.
- o Bureau Director, Chief Deputy Registrar & Vital Statistics Supervisor will each supervise one 8 hour period to maintain 24 hour operations, if required.

DIRECTOR, BUREAU OF RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer (PIO) and others as requested.
- o Coordinate information status with Medical Examiner and Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIL: the following:
  - + Birth registration.
  - + Provision of certified copies of birth certificates.
  - + Non-current death certificates
  - + All statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters and those requesting non-current death certificates to the Office of the State Registrar of Vital Statistics.
- o Provide other services as requested by Director, Public Health Programs.
- o Maintain record of all activities and actions.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in activities records as directed.

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

HEALTH CENTERS ON-SITE ADMINISTRATORS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radio (AM/FM and walkie talkie) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self-protective measures.
- o The most senior person on site is always the person in charge. (NOTE: The District Health Officer will assume the duties & responsibilities of the Deputy Director, Public Health Programs, in the absence of the Deputy Director.) (NOTE: The primary Medical Command Post (MCP) site is 135 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 246; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order.)
- o Evacuate area if unsafe.
- o Secure facility if evacuation is required.
- o Establish communications with MCP, if activated, and nearest affected Fire Battalion Headquarters Station. Provide status reports on a regular basis: number and type of staff, condition and needs of persons seeking health care, as appropriate to situation.
- o Actively seek reports on the surrounding areas from all sources, official and non-official.
- o Set up and maintain a record of all activities and actions including date and time:
  - + Messages and responses: departure and return of runner, if used.

HEALTH CENTERS ON-SITE ADMINISTRATORS - cont'd.

Emergency Period - cont'd.

- + Name, sex, age, birthdate of persons seeking cover/safety/first aid including condition or assistance given,
  - + Personnel, including those reporting in by telephone,
  - + Facility status,
- o Prepare battery operated AM radio for operation,
  - o Coordinate with MCP to determine best utilization of personnel. Assign necessary duties,
  - o Coordinate and direct volunteers,
  - o Follow directions of Toxics for safety and management of incident,
  - o Await direction from MCP to declare Health Center as an official 1st aid station. HC-3 & HC-5 are likely to be opened first. Initiate procedures to officially open as first aid station if need is perceived,
  - o Await direction to perform house to house surveys/outreach/information distribution in support of environmental health operations,
  - o Provide assistance to persons seeking shelter or care; this includes directions to nearest open Mass Care Center,
  - o Staff in the field will take necessary safety precautions & will report to HC at the first opportunity by phone or in person. Report to nearest hospital or public facility if unable to reach HC,
  - o Maintain record of all activities and actions taken during emergency,

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed,
- o Turn in all records as directed



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR, DISEASE CONTROL

Pre-Emergency Period

- o Review and/or revise the disaster plan at least once a year.
- o Train personnel in their roles & responsibilities, communication options to be used & overall disaster plan as related to this particular site.
- o Establish coordinating procedures & agreements with interdepartmental units, i.e., Environmental Health Service and Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self protective measures.
- o Report to the Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP is 125 Polk St, 1st Fl, conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area, and Health Center #2, in that order.)
- o Assess situations at the three (3) Bureau sites through established communications: City Clinic is designated to open as a 1st aid station only if appropriate staff & supplies can be provided to support acute care operations. If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers. (NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered by the MCP.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH as needed.
- o Close other Disease Control sites & reassign personnel to support 1st aid operations at City Clinic as needed.
- o Provide consultation on disease control requests coming in to MCP, and assist Toxics as needed.

DIRECTOR DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assist in the preparation of statements to the public on current status relevant to food, water, or toxic precautions which would be given to the radio and/or TV stations.
- o Initiate system for collecting epidemiological data on injuries and casualties for statistical analysis.
- o Coordinate with Environmental Health & Emergency Medical Services to provide support as needed. This may include providing personnel to support house to house outreach programs or assisting with casualty care.
- o Follow directions of Toxics for personnel safety and management of the incident.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all log(s) as directed.

## Appendix E-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

#### DISEASE CONTROL, SITE ADMINISTRATOR

##### Pre-Emergency Period

- o Review, revise and/or test disaster plan at least twice annually.
- o Train site personnel in their roles & responsibilities, communications options to be used, locations of nearest Fire Battalion Headquarters Stations, and overall disaster plan as it relates to the particular work site.
- o Procure and maintain portable AM radios in working condition and train staff in their use.

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##### Emergency Period

- o Avoid and/or evacuate zone of transportation disaster. Take appropriate self-protective measures.
- o If disaster occurs during normal business hours, report to worksite when safe to do so. If disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center. (NOTE: City Clinic is designated as a 1st aid station, provided that staff and supplies to support acute care operations can be assigned to the site. If such supplies & staff cannot be obtained, the site will not open.)
- o Be prepared to go to the Medical Command Post (MCP), if activated, and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: The primary MCP is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Prepare battery operated AM radio for operation.
- o Evacuate all staff and clients if facility is determined to be unsafe.
- o Secure facility if evacuation is necessary.

DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Set up and maintain log to document facility status, personnel status, information on persons seeking refuge and/or medical assistance, and all incoming requests and their responses.
- o Establish & maintain communication with MCP and provide status reports on a regular basis. (NOTE: Due to the lack of radio communication equipment, use runners to carry messages to the nearest Battalion Fire Headquarters Station. The information will be relayed from the Battalion Station to the MCP by radio. The nearest Battalion Station to City Clinic is located at 36 Bluxome. Staff at TB Ward should use communications capability available at SFGH.)
- o Coordinate with MCP to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers & supplies). Reassign personnel at TB Ward 94 to support SFGH
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed; this may include participating in a house to house outreach program or assisting with casualty care.
- o Assign necessary duties to available staff.
- o Provide support for decontamination efforts as needed.
- o Ensure that staff receive appropriate safety instructions as determined by Toxics staff.
- o Provide assistance/referral to persons seeking medical care.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel & equipment when no longer needed.
- o Turn in all logs as directed.

## Appendix E-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

#### DISEASE CONTROL, SITE & FIELD PERSONNEL

##### Pre-Emergency Period

- o Receive training in disaster plan content, roles & responsibilities, etc.
- o Review and test disaster plan at least once a year.
- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \*
- o Avoid all contact with the suspected hazardous substance. Take appropriate self-protective measures (time, distance and shielding).
- o Report to work site during normal business hours, when safe to do so. If disaster occurs during non-business hrs, TB Ward 94 staff should report to SFGH; all others should report to the DPH Personnel pool at 101 Grove, or alternate site if identified in an emergency broadcast.
- o Carry out assigned responsibilities, following appropriate safety precautions; these may include providing back-up to Environmental Health Service or Emergency Medical Service, by participating in house to house outreach programs or assisting with casualty care, or assisting Toxics with decontamination efforts.
- o Assist in collection of epidemiological data as assigned.
- o Maintain a record of all activities and actions taken during emergency.

##### Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.





Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DEPUTY DIRECTOR OF OPERATIONS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures & agreements as necessary with other City agencies & departments, suppliers, etc.
- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----
- o Avoid and/or evacuate zone of transportation disaster. Take appropriate self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibility for direction & control of the MCP. (NOTE: The primary MCP is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP will be activated only if the previously listed site is not able to function.)
- o Organize Operations component; assign staff as needed if designated persons are not available. The working units are:
  - + Personnel.
  - + Supplies.
  - + Transportation.
  - + Environmental Health.
  - + Toxics.
  - + Finance.
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among the Operations working units.
- o Assess overall resources & public health needs of the system with staff.
- o Procure additional resources needed to support Health Department Operations.

DIRECTOR OF OPERATIONS - cont'd.

Emergency Period - cont'd.

- o Determine best utilization & allocation of public health resources, in coordination with MCP & Emergency Coordination Center (ECC), if activated
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs & Mental Health components of the DPH.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP & Director of Health on key issues and recommended actions.
- o Assess need and make recommendation for obtaining mutual aid resources.
- o Maintain a record of all activities and actions taken during emergency.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.
- o Turn in activities log(s) as directed.

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Go to Medical Command Post (MCP) and obtain status report. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.
- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Personnel from Mass Staging Areas (MSAs) to work sites.
- o Coordinate procurement of vehicles, utilizing MUNI, DPH fleet pool and other public and private sector transport providers with MUNI Railway Transportation Support Services.
- o Coordinate with Supplies Function to obtain (i.e. fuel, etc.) supplies as required.

TRANSPORTATION FUNCTION - cont'd.

Emergency Period - cont'd.

- o Coordinate vehicle assignment with priorities as determine by MCP staff.
- o Maintain status board of vehicular assignments, numbers, and availability
- o Fuel status and location where it is available.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid support and private sector personnel/vehicles when no longer needed or as directed.
- o Turn in all activities logs as directed.

Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR OF PERSONNEL

Pre-Emergency Period

Through the DPH Departmental Personnel Officer (DPOs), the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop and implement a training module on disaster preparedness for use during orientation of all DPH employees.
- o Develop and implement a mechanism for supervisors to evaluate possession of basic knowledge of safety and other precautions to take in the event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel Offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH, Personnel.
- o Institute and maintain a telephone call back system based upon the organizational structure.

NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.

- o Test, review and/or revise disaster plan annually.

DIRECTOR OF PERSONNEL - cont'd.

Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Report to Medical Command Post (MCP), if activated, and obtain briefing. (NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital; Admin. Area; and Health Center #2, in that order.)
- o Assess personnel needs and resources.
- o Subject to changes dictated by the nature of the disaster, mobilize and assign employees to predesignated districts. Activate call back system, if practicable.
- o Assess personnel staff in each district and designate the most senior personnel staff member present as the Senior Human Resource Manager empowered, under his general direction, to make personnel decisions and assignments.
- o Establish and maintain a registry of all volunteers according to specific guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and other City & County employees and evaluate their background, knowledge, and abilities so proper assignment can be made to major personnel units.
- o Respond to requests for personnel by reviewing skills bank information and assigning appropriate registered volunteers/employees.
- o Develop a runner system for inter/intra-district deployment of goods, and other services, if needed.
- o Develop/maintain accurate records by designating appropriate forms as necessary, by recording all requests as well as assignments made and completed, and maintain registries for volunteers/employees.

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Post-Emergency Period

- o Release mutual aid personnel when no longer needed.
- o Phase out emergency operations and resume normal operations.
- o Turn in all logs of activities and actions.



## Appendix E-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

#### DIRECTOR OF SUPPLIES

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with Purchasing at SFGH, City Purchaser, and other public and private suppliers as appropriate.

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##### Emergency Period

- o Avoid and/or evacuate zone of transportation disaster. Take appropriate self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference room. Alternate sites are: SFGH, Rm 2A6; Laguna Honda Hospital, Admin. Area and Health Center #2, in that order.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - 1) Immediate needs,
  - 2) Needed within 6 Hours,
  - 3) Needed within 12 Hours,
  - 4) Needed within 24 Hours,
- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support the Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with City Purchaser to ensure that receipt and distribution of supplies is adequately documented.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Provide status reports to Director of Operations and MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to usual operating procedures.
- o Follow up and complete all records of transactions.
- o Turn in log of activities as directed.

Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

DIRECTOR OF FINANCE

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Go to Medical Command Post (MCP), if activated, & obtain briefing.
- o Review pre-established fiscal procedures with MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.
- o Coordinate with Director of Personnel to ensure adequate documentation of man-hours worked to support disaster operations.
- o Utilize staff from "personnel pool" as necessary to support operations.
- o Provide Director of Operations and MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Compile and complete all transactions initiated for emergency period.
- o Coordinate with the Controller to obtain federal reimbursement for disaster related expenses, as might be available.
- o Turn in all activities logs as directed.



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

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Emergency Period

- o Avoid/evacuate zone of disaster; take self-protective measures.
- o Report to the Medical Command Post (MCP), if activated; obtain briefing.
- o Assess:
  - \* Overall condition in affected district(s).
  - \* Locations in which the most hazardous materials are present.
  - \* Extent of involvement of hazardous substances in the districts.
  - \* The physical state of the hazardous substances.
  - \* The condition of containers containing hazardous materials.
  - \* The condition of facilities/structures holding hazardous materials.
  - \* The availability and condition of safety equipment at sites.
  - \* The availability and condition of safety equipment in districts.
  - \* Resources in the districts useful in controlling hazardous materials.
  - \* The stability (or instability) of situations in the districts.
  - \* The potential for incompatible materials to become mixed or in contact.
  - \* The presence of extremely hazardous materials or radioactive materials.
  - \* The population affected or potentially affected by releases.
  - \* The proximity of releases to emergency care facilities.
  - \* The route of entry into areas where releases have occurred.
  - \* The need for equipment and supplies in each district.
  - \* The negative or positive impact of Utility Services (water, gas, and electric).
  - \* The need to order evacuation of a district, or portion thereof.
  - \* The capability and resources to neutralize hazardous materials.
  - \* The accessibility to any vendors in the district capable of supplying gear and equipment.
  - \* The location of other department's equipment in the districts which could be used in control activities.

(NOTE: These are consistent with the Items on the Report of Chemical Emergency Response form.)

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o As circumstances dictate, establish contact with:
  - \* District Health Center: 1, 2, 3, 4, 5.
  - \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
  - \* US Coast Guard.
  - \* EPA.
  - \* State Health (Toxics).
  - \* Water Resource Control Board.
  - \* Department of Public Works.
  - \* PUC (City).
  - \* PG&E.
  - \* Agricultural Commissioner.
  - \* Cleanup contractors.
  - \* Bay Area Air Quality Management District.
  - \* Analytical laboratories.
  - \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Provide inspection, assistance and advice on general toxics matters, hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Building 30, Ward 35, SFGH to analyze toxic spills if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.



MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o Provide status reports on a regular basis to MCP/ECC.
- o Request outside assistance as needed through the Director of Health.
- o Maintain log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in all activities logs, as directed.



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

TOXICS INSPECTOR

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Establish contact with:
  - \* Emergency Response District Headquarters - Battalion Fire Station.
  - \* Local utility representative (gas, electric, water, etc.).
  - \* Medical Command Post (MCP).
  - \* District Health Center.
- o Assess:
  - + Overall condition of districts(s).
  - + The locations containing the most hazardous substances.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability and condition of safety equipment at sites.
  - + The availability and condition of safety equipment in district.
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for the mixing of incompatible materials.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population of affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the districts for supplies, support & equip.
  - + Equipment and supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric).

(NOTE: These are consistent with the items in the Report of Chemical Emergency Response form.)
- o Utilize communication capability of DPH personnel at the Battalion Fire Headquarters station to communicate with the Medical Command Post (MCP), as necessary.

TOXICS INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Notify Medical Command Post (MCP) and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety in coordination with other responding agencies.
- o Provide status reports on a regular basis to the MCP including all significant events and changes.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in activities log(s) as directed.

## Appendix E-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH divisions, Dept. Public Works, Water Dept., American Red Cross, Salvation, etc.

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##### Emergency Period

- o Avoid/evacuate zone of transportation disaster; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. Primary MCP site is 135 Polk St. 1st Fl. conference room.
- o Establish contact with Environmental Health Inspectors at affected Battalion Headquarters station(s) and Health Center(s).
- o Assess overall resources and public health and safety needs, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Assess staffing; coordinate with Toxics for best utilization of personnel.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate the collection & disposal of dead animals with Animal Control
- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the DPW and the City Purchasing Department.
- o Coordinate the transportation of water to points of consumption with DPW, Water Department, Fire Department and Red Cross.
- o Coordinate with Public Information Officer to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/ECC.
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in activities log as directed.



Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

ENVIRONMENTAL HEALTH INSPECTOR

Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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Emergency Period

- o Avoid and/or evacuate zone of transportation disaster; take appropriate self-protective measure.
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP).
- o One Environmental Health Inspector is to be at affected District Fire Battalion Stations(s). The most senior inspector at given Battalion Fire Station will coordinate assessment of environmental hazards in that district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of affected district(s), including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at Battalion Fire Station(s) to communicate with the MCP, if necessary.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Collect and dispose of dead animals in coordination with Animal Control.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health-related problems associated with the disposal of the dead.
- o Establish chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with Dept. Public Works, Water Dept., Fire Dept. and Red Cross.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Provide status reports on a regular basis to affected Fire Battalion(s) and the MCP/ECC, as might be required.
- o Request outside assistance as needed through the Director of Environmental Health.
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in all activities log(s) as directed

Appendix E-7

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

Pre-Emergency Period

- o Receive training module on disaster preparedness conducted by DPH personnel.
- o Review and update work-site disaster plan annually.

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Emergency Period

- o Avoid/evacuate zone of transportation disaster; take appropriate self-protective measures.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency radio network broadcasts for instructions to City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment, if required.
- o Maintain a log of time worked and disaster related work activities.

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Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log to supervisor as directed.



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DEPUTY DIRECTOR OF MENTAL HEALTH or DESIGNEE

Pre-Emergency Period

- o Train Civil Service personnel in their roles and responsibilities: update annually.
- o Establish coordination procedures & agreements, as necessary, with CMHS contractors, Red Cross, professional societies and suppliers.
- o Review, test and/or revise disaster annually.

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Emergency Period

- o Avoid/ and or evacuate zone of disturbance; take self-protective measures as appropriate.
- o Establish contact with chain of command; report to Medical Command Post (MCP), if activated. (NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Contact DPH Director or designee at Emergency Coordination Center (ECC), if activated, to obtain briefing and assignment.
- o Determine status of personnel who might be in or adjacent to area.
- o Establish and update priorities as needs develop.
- o Assign personnel. (NOTE: Initial management of psychiatric emergencies will most likely occur at Casualty Care Facilities.)
- o Coordinate mental health activities.
- o Maintain log of all activities and actions taken during emergency.
- o Establish contact with CMHS personnel at hospitals, Health Centers, Mass Care Centers to determine:
  - + Status of facilities.
  - + Number of victims.
  - + Types of stress problems assessed.

DEPUTY DIRECTOR, MENTAL HEALTH - cont'd.

Emergency Period - cont'd.

- + Staff resources.
- + Assessment of need for psychiatric medications.
- o Provide necessary coordination with other Emergency Coordination Center (ECC), if activated, liaison personnel through Director of Health and/or Director of MCP to determine need for crisis support services to:
  - + Public Safety personnel.
  - + Search & Rescue teams.
  - + Mass Care Centers.
  - + Morque(s).
  - + Disaster Assistance Center(s), if activated.

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Post-Emergency Period

- o Continue to provide services as needed.
- o Assess need for additional services.
- o Maintain a log of all activities and actions.
- o Phase out emergency procedures, as directed.
- o Apply for federal or state assistance, if available, for recovery period and follow-up support services.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### MENTAL HEALTH CLINICIANS

##### Pre-Emergency Period

- o Receive training in roles and responsibilities.
- o Review disaster plan annually to understand specific activities, responsibilities and coordination efforts.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Establish contact with chain of command for briefing and assignment.  
(NOTE: The primary Medical Command Post (MCP) site is 135 Polk St., 1st Fl. conference room. Alternate sites are SFGH, Room 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Report to assigned location and obtain briefing from on-site manager.
- o Provide crisis management services and establish a log to document:
  - + Number of victims & families.
  - + Stress level of individuals interviewed.
  - + Psychological functioning of individual interviewees.
  - + Need for psychiatric medications.
  - + Need for follow-up contact.
- o Provide status reports to chain of command on a regular basis.

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##### Post-Emergency Period

- o Continue to maintain logs and provide status report to chain of command.
- o Phase out emergency activities. (Phase out and work assignments will be at the discretion of the chain of command.)



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

CMH - NON-CLINICIANS

Pre-Emergency Period

- o Receive training module on disaster preparedness training.
- o Review and update work-site disaster plan annually.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take self-protective measures.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Turn-on battery operated radio and listen for emergency radio network broadcast announcements for possible instructions for City employees.
- o Report to Department of Public Health personnel pool at 101 Grove St. when conditions allow ( or alternate site if designated in an emergency broadcast announcement) for temporary work assignment, if required.
- o Maintain a log of time worked and disaster related work activities.
- o Follow safety procedures established for management of the disturbance.

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Post-Emergency Period

- o Turn-in work log(s) as directed.
- o Return to normal work assignments as directed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR, COMMUNITY PUBLIC HEALTH PROGRAMS or DESIGNEE

##### Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

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##### Emergency Period

- o Avoid and/or evacuate zone of disturbance; take appropriate self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibilities of Director of MCP in the absence of the Deputy Director of Operations and the EMS Medical Director.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl. conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Organize Public Health Programs component; assign staff as needed if designated persons are not available. The working units are:
  - + Disease Control,
  - + Laboratory Services,
  - + Health Centers,
  - + Records & Statistics,
- o Coordinate all activities of the Public Health Programs component. Develop a system for intra-organizational communication among the Public Health Programs working units.
- o Assess overall resources & public health needs of the system with staff.
- o Determine best utilization and allocation of public health resources, in coordination with MCP, and Emergency Coordination Center (ECC), if activated.

DIRECTOR, PUBLIC HEALTH PROGRAMS - cont'd.

Emergency Period - cont'd.

- o Consider activation of City Clinic as a first aid station only if sufficient supplies and staff to support acute care operations can be assigned to the site.
- o Coordinate Public Health component activities with the Emergency Medical Services, Operations and Mental Health components of the Department of Public Health.
- o Provide Director of the MCP with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Turn-in all records and logs as directed.
- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel/equipment when no longer needed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR - PUBLIC HEALTH LABORATORY

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH Divisions as might be required.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. Primary MCP is 135 Polk St, 1st Fl. conference room.
- o Assess staffing and capability of laboratories to function - Microbiology Laboratory, 4th floor, DPH; Chemistry-Toxicology Laboratory, Ward 35, Building 30, SFGH - if required to support emergency.
- o Coordinate with needs of Environmental Health, Toxics and Communicable Disease Control to determine best utilization of laboratory personnel.
- o Consider sending staff to support other laboratories if own facilities are not operational and coordinate such action.
- o Identify toxic substances as needed.
- o Advise MCP and other agencies, as appropriate, of laboratory findings.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

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##### Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Turn in log of activities as directed.



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

LABORATORY STAFF

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Obtain training in roles and responsibilities, plan content, etc.

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Emergency Period

- o Avoid/evacuate zone of disturbance: take appropriate self-protective measures as might be required.
- o Report to laboratory if possible and establish contact with Medical Command Post (MCP). Primary MCP site is 135 Polk St. 1st Fl. Conf. Rm.
- o Obtain briefing from Director of Public Health Laboratories or designee.
- o Determine ability of laboratory to function, if not already known, and and notify Director of Public Health Laboratories of lab status.
- o Identify toxic substances as needed.
- o Notify Director of Public Health Laboratories or designee of Laboratory findings.
- o Provide support to Environmental Health, Toxics and Communicable Disease Control operations as directed.
- o Provide staff support to other laboratories as determined by Director of Public Health Laboratories or designee.
- o Provide MCP with status reports on a regular basis.
- o Maintain a log of all activities.
- o Follow safety procedures established for management of disturbance.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operations.
- o Turn in log of activities as directed.



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DIRECTOR - BUREAU OF RECORDS & STATISTICS

Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with Coroner, funeral directors, etc.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures, as might be required.
- o Report to Medical Command Post (MCP), if activated, obtain briefing and needs. Primary MCP site is 135 Polk St, 1st Fl. conference room.
- o Coordinate death registration with Coroner's Office.
- o Register deaths and issue permits for disposition of human remains from 101 Grove St., or relocate to Coroner's Office with key staff to carry on operations, as might be required.
- o Assign available staff to type short form death certificates on an emergency basis only, if necessary.
- o Obtain supplies of death certificates at 101 Grove, Coroner's Office, Funeral Director's Offices, Office of State Registrar of Vital Statistics or other county vital statistics officers. Permits will be available at all but Coroner's Office.
- o Bureau Director, Chief Deputy Registrar and Vital Records Supervisor will each supervise one 8 hour period to maintain 24 hour operations if required.
- o Maintain indices of all deaths.
- o Provide information on numbers of deaths recorded to appropriate agencies, Public Information Officer and others as authorized.

DIRECTOR - BUREAU OF RECORDS & STATISTICS - cont'd.

Emergency Period - cont'd.

- o Coordinate information status with Medical Examiner and Red Cross.
- o Provide certified copies of current death certificates as requested.
- o CURTAIN the following: (if conflicts develop with emergency operation)
  - \* Birth registration.
  - \* Provision of certified copies of birth certificates.
  - \* Provision of non-current death certificates.
  - \* All statistical request services, other than providing numbers of deaths.
- o Refer all birth requesters and those requesting non-current death certificates to the Office of the State Registrar of Vital Statistics.
- o Provide other services as requested by the Director of Public Health Programs.
- o Maintain a log of all activities.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Turn-in all logs of activities as directed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### HEALTH CENTERS ON-SITE ADMINISTRATORS

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Maintain portable radios (AM/FM and walkie talkies) in working condition and train staff in their use.
- o Establish coordinating procedures with other departments/agencies housed on site.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o The most senior person on site is always in charge. (NOTE: The District Health Officer will always assume duties & responsibilities of the Dep. Dir. Public Health Programs at the Medical Command Post (MCP), in the absence of the Deputy Director. (Primary MCP site is 125 Polk St, 1st Fl. conference room.)
- o Evacuate facility if unsafe.
- o If facility is evacuated, secure prior to leaving.
- o Establish communications with MCP, if activated, and the nearest Fire Battalion Headquarters by radio or runners. Provide status reports on a regular basis concerning condition of structure, number and type of staff, condition and needs of persons seeking health care.
- o Actively seek reports on the surrounding areas from all sources, official and non-official.
- o Set up and maintain a log of activities including date and time:
  - + Messages and response; departure and return of runners.
  - + Name, sex, age, birthdate of persons seeking conver/safety/first aid, including condition or assistance given.
  - + Personnel, including those reporting in by telephone.
  - + Facility status.

HEALTH CENTERS ON-SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

- o Prepare battery operated AM radio for operations, as might be required.
- o Coordinate with Medical Command Post (MCP) to determine best utilization of personnel. Assign necessary duties.
- o Coordinate and direct volunteers.
- o Await direction from MCP to declare Health Center as an official first aid station. HC-3 and HC-5 are likely to be opened first. Initiate procedures to officially open as a first aid station if immediate need is perceived.
- o Actively seek information on the nearest mass care shelter to relieve any overcrowding at the Health Center.
- o Provide assistance to persons seeking shelter or care: this includes directions to nearest open mass care center.
- o Staff in the field will take necessary safety precautions and will report to HC at the first opportunity by phone or in person. Report to nearest hospital or public facility if unable to reach HC.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures.
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DIRECTOR, DISEASE CONTROL

Pre-Emergency Period

- o Review and/or revise the disaster plan at least once each year.
- o Train personnel in their roles and responsibilities, communication options to be used and overall disaster plan as it relates to this particular site.
- o Establish coordinating procedures and agreements with interdepartmental units, i.e. Environmental Health Service and Emergency Medical Service.
- o Procure & maintain portable AM radios in working condition and train staff in their use.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as required.
- o Report to the Medical Command Post (MCP), if activated, and obtain status report. (NOTE: The primary MCP site is 135 Polk St. 1st Fl. conference Rm. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin. Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess situations at the three (3) Bureau sites through established communication; City Clinic is designated to open as a 1st aid station only if appropriate staff and supplies can be provided to support acute care operations. ( If City Clinic does open as a 1st aid station, on-site staff should follow the checklists for health centers.)  
(NOTE: If the disaster occurs during non-business hours, the decision to open the City Clinic site should be considered.)
- o Reassign personnel from TB Ward 94 to provide support to SFGH, as needed.
- o Close other Disease Control sites and reassign personnel to support 1st aid operations at City Clinic, as needed.
- o Provide consultation on disease control requests coming into the MCP.

Public Health Operations  
Response to Civil  
Disturbance

DIRECTOR, DISEASE CONTROL - cont'd.

Emergency Period - cont'd.

- o Assist in the preparation of statements to the public on current status relevant to food, water, or toxic precautions which would be given to the radio and/or TV stations having broadcast capabilities.
- o Initiate system for collecting epidemiological data on injuries and casualties for statistical analysis.
- o Coordinate with Environmental Health and Emergency Medical Services to provide support as needed. This may include providing personnel to assist with casualty care.
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.

Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DISEASE CONTROL, SITE ADMINISTRATOR

Pre-Emergency Period

- o Review, revise and test disaster plan at least once a year.
- o Train site personnel in their roles and responsibilities, communications options to be used, locations of nearest Fire Battalion Headquarters Stations, and overall disaster plan as it relates to the particular work site.
- o Procure and maintain portable AM radios in working condition and train staff in their use.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o If the disaster occurs during normal business hours, report to worksite when safe to do so. If the disaster occurs during non-business hours, TB Ward 94 Chief should report to SFGH. Other Chiefs should report to the nearest Health Center.  
(NOTE: City Clinic is designated as a 1st aid station, provided staff and supplies to support acute care operations can be assigned to the site. If such supplies & staff cannot be obtained, the site will not open as a 1st aid station.)
- o Be prepared to go to the Medical Command Post (MCP), if activated, and assume responsibility for Disease Control operations, in the absence of the Bureau Director. (NOTE: The primary MCP site is 135 Polk St, 1st floor conference room. Alternate sites are SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Prepare battery operated AM radio for operation.
- o Evacuate all staff and clients if unsafe. Secure facility after evacuation and report evacuation to chain of command.
- o Establish and maintain communication with MCP, if activated, and provide status reports on a regular basis. (NOTE: Due to lack of radio



DISEASE CONTROL, SITE ADMINISTRATOR - cont'd.

Emergency Period - cont'd.

communications equipment, use runners to carry messages to the nearest Battalion Fire Headquarters Station. The information will be relayed from the station to the MCP by radio. Staff at TB Ward should use communications capability at SFGH.

- o Coordinate with MCP, if activated, to close TB Ward 94 and Central Office sites.
- o Coordinate with MCP to determine best utilization of resources (staff, volunteers and supplies). Reassign personnel at Ward 94 to support SFGH operations.
- o Provide support personnel to Environmental Health Services or Emergency Medical Service as needed.
- o Assign necessary duties to available staff.
- o Provide assistance/referral to persons seeking medical care.
- o Follow safety procedures established for management of disturbance.
- o Maintain a log of all activities and actions.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment when no longer needed.
- o Turn in all logs as directed.



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DISEASE CONTROL, SITE & FIELD PERSONNEL

Pre-Emergency

- o Review and test disaster plan at least once each year.
- o Receive training in disaster plan content, roles & responsibilities, etc.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures, as might be required.
- o Report to your work site during normal business hours, when safe to do so. If the incident occurs during non-business hours, TB Ward 94 staff should report to SFGH; all others should report to the DPH personnel pool at 101 Grove St., or alternate site if identified in an emergency radio broadcast.
- o Carry out assigned responsibilities; these may include providing back-up to Environmental Health Service or Emergency Medical Service.
- o Assist in collection of epidemiological data as assigned.
- o Follow safety procedures developed for management of disturbance.
- o Maintain a record of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to normal operating procedures
- o Release mutual aid personnel and equipment as directed.
- o Turn in all records of activities.



Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DEPUTY DIRECTOR OF OPERATIONS

Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Ensure that staff are trained in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other City agencies and departments, suppliers, etc.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures, as might be required.
- o Go to the Medical Command Post (MCP), if activated, and obtain status report. Be prepared to assume responsibility for direction and control of the MCP. (See checklist for Director of Medical Command Post.)  
(NOTE: The primary MCP site is 135 Polk St. 1st floor conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital; Admin. Area; and Health Center #2, in that order.)
- o Organize Operations component; assign staff as needed if designated persons are not available. The working units are:
  - \* Personnel
  - \* Supplies
  - \* Transportation
  - \* Environmental Health
  - \* Toxics
  - \* Finance
- o Coordinate all activities of the Operations component. Develop a system for intra-organizational communication among the Operations working units.
- o Assess overall resources and public health needs of the system with staff.
- o Procure additional resources needed to support Health Department operations.

DEPUTY DIRECTOR OF OPERATIONS - cont'd.

Emergency Period

- o Determine best utilization & allocation of public health resources, in coordination with MCP and Emergency Coordination Center (ECC), if activated.
- o Coordinate Operations component activities with the Emergency Medical Services, Public Health Programs and Mental Health components of the Department of Public Health.
- o Provide Director of the Medical Command Post (MCP) with status reports on a regular basis. Advise Director of MCP and Director of Health on key issues and recommended actions.
- o Assess need and make recommendations for obtaining mutual aid resources.
- o Maintain a log of all activities and actions.
- o Ensure accurate record-keeping by all working units.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release medical mutual aid personnel and equipment when no longer needed.
- o Turn in all logs of activities as directed.

Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

DIRECTOR, BUSINESS OFFICE - TRANSPORTATION FUNCTION

Pre-Emergency Period

- o Review and/or revise disaster plan at least twice annually.
- o Train staff in roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements with MUNI and community organizations which may be able to provide alternate means of transportation in a disaster.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o Go to Medical Command Post (MCP), if activated, and obtain status report. (NOTEL: The primary MCP site is 135 Polk St, 1st Fl, conference room. Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order. An alternate MCP site will be activated only if the previously listed site is not able to function.)
- o Assess available transportation resources. These may include: public & private ambulances, DPH vehicle fleet, messenger services, UPS & bakery delivery trucks, etc.
- o Coordinate with MUNI to move large numbers of persons in buses, if road conditions, etc., permit.
- o Coordinate with other MCP functions to determine transportation needs for:
  - + Patient movement
  - + Movement of critical supplies (blood, drugs, etc.)
  - + Personnel from Mass Staging Areas (MSAs) to work sites.
- o Coordinate procurement of vehicles, utilizing MUNI, DPH fleet pool and other public and private sector transport providers with MUNI Railway Transportation Support Services.
- o Coordinate with Supplies Function to obtain required supplies (i.e., fuel).

TRANSPORTATION FUNCTION - cont'd.

Emergency Period - cont'd.

- o Coordinate vehicle assignment with priorities as determine by MCP staff.
- o Maintain status board of vehicular assignments, numbers, and availability
- o Fuel status/availability
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency serves and revert to normal operations.
- o Release mutual aid support and private sector personnel/vehicles when no longer needed or as directed.
- o Turn in all activities logs as directed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR OF PERSONNEL

##### Pre-Emergency Period

Through the DPH Departmental Personnel Officer (DPOs), the Personnel Director will:

- o Establish and/or maintain a system for ensuring all DPH employees have official DPH IDs.
- o Develop and implement a training module on disaster preparedness for use during orientation of all DPH employees.
- o Develop and implement a mechanism for supervisors to evaluate possession of basic knowledge of safety and other precautions to take in the event of a disaster, as part of employee performance evaluations, and to take corrective actions as indicated.
- o Assign each employee within DPH Personnel Offices and/or the DPH Decentralized CSC Unit to a district headquarters to which he/she should report in case of a disaster. Information regarding alternate plans will also be disseminated.
- o Provide DPH personnel staff with orientation and training in roles and responsibilities to be assumed in the event of a disaster.
- o Establish coordinating agreements and procedures with Civil Service for utilizing volunteer support.
- o Establish and maintain a directory of current telephone numbers of all staff members within DPH Personnel.
- o Institute and maintain a telephone call back system based upon the organizational structure.

NOTE: The Director will keep phone numbers of his immediate subordinates and they will also have his number. Each of these subordinates and all supervisors within each sub-unit will maintain telephone numbers of staff supervised and vice-versa.

- o Test, review and/or revise disaster plan annually.

DIRECTOR OF PERSONNEL - cont'd.

Emergency Period

- o Report to Medical Command Post (MCP), if activated, and obtain briefing.  
(NOTE: The primary MCP site is 135 Polk St, 1st Fl, conference room.  
Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin.  
Area; and Health Center #2, in that order.)
- o Assess personnel needs & resources; establish personnel pool at 101  
Grove St, if feasible.
- o Subject to changes dictated by the nature of the disaster, mobilize and  
assign employees to predesignated districts. Activate call back system  
if practicable.
- o Assess personnel staff in each district and designate the most senior  
personnel staff member present as the Senior Human Resource Manager em-  
powered, under his general direction, to make personnel decisions and  
assignments.
- o Establish and maintain a registry of all volunteers according to speci-  
fic guidelines and procedures.
- o Assign staff to establish a skills bank by interviewing volunteers and  
other City & County employees and evaluate their background, knowledge,  
and abilities so proper assignment can be made to major personnel units.
- o Respond to requests for personnel by reviewing skills bank information  
and assigning appropriate registered volunteers/employees.
- o Develop a runner system for inter/intra-district deployment of goods,  
and other services.
- o Develop/maintain accurate records by designating appropriate forms as  
necessary, by recording all requests as well as assignments made and  
completed, and maintain registries for volunteers/employees.

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Post-Emergency Period

- o Release mutual aid personnel when no longer needed.
- o Phase out emergency operations and resume normal operations.
- o Turn in all logs of activities and actions.

## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR OF SUPPLIES

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually
- o Train staff in their roles and responsibilities, plan content, etc
- o Establish coordinating agreements and procedures as necessary with Purchasing at SFGH, City Purchaser, and other public and private suppliers as appropriate.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o Go to Medical Command Post (MCP) if activated, and obtain briefing.  
(NOTE: Primary MCP site is 125 Polk St. 1st Fl. conference room; Alternate sites are: SFGH, Rm. 2A6; Laguna Honda Hospital, Admin Area; and Health Center #2, in that order.)
- o Coordinate with other MCP components to obtain current and projected supply needs. Projections should be prepared as follows:
  - 1) Immediate needs.
  - 2) Needed within 6 Hours.
  - 3) Needed within 12 Hours.
  - 4) Needed within 24 Hours.
- o Assess available supplies and how they can be accessed.
- o Procure supplies from public and private sources to support the Department of Public Health's disaster response.
- o Coordinate purchase of medical supplies with Purchasing at SFGH.
- o Utilize the expertise of SFGH Paramedic Division supply personnel to evaluate alternative supply needs if the requested items are not available.
- o Coordinate with City Purchaser to ensure that receipt and distribution of supplies is adequately documented.

DIRECTOR OF SUPPLIES - cont'd.

Emergency Period - cont'd.

- o Maintain accurate records of all costs, requisitions, etc.; coordinate with Finance to establish an audit trail of all transactions.
- o Provide status reports to Director of Operations and MCP on a regular basis.
- o Maintain a log of activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency operations and revert to usual operating procedures.
- o Follow up and complete all records of transactions.
- o Turn in log of activities as directed.

## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR OF FINANCE

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating agreements and procedures as necessary with the Controller, Purchasing, Civil Service, etc.
- o Develop a system for record keeping to ensure adequate documentation and control of expenditures; inform all Health Department staff of necessary fiscal procedures to be followed.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing.
- o Review the pre-established fiscal procedures with the MCP staff.
- o Coordinate with Director of Supplies to ensure an adequate audit trail and documentation of receipt and distribution of supplies.
- o Coordinate with Director of Personnel to ensure adequate documentation of man-hours worked to support disaster operations.
- o Utilize staff from "personnel pool" as necessary to support operations.
- o Provide Director of Operations and MCP with status reports on a regular basis.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Compile and complete all transactions initiated during the emergency period.
- o Coordinate with the Controller to obtain federal reimbursement for disaster related expenses, as might be available.
- o Phase out emergency procedures and revert to normal operations.
- o Turn in log of activities as directed.





## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### MANAGER - TOXIC CONTROL MANAGEMENT PROGRAM

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Train staff in their roles and responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary, with SFFD, DPW, PUC, PG&E, cleanup contractors, analytical labs, state and local regulatory agencies, etc.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take self-protective measures.
- o Report to the Medical Command Post (MCP), if activated, obtain briefing
- o Assess:
  - + Overall condition in affected district(s).
  - + Locations in which the most hazardous materials are present.
  - + The physical state of the hazardous substances.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability & condition of safety equipment in affected district(s).
  - + Resources in the districts useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district(s).
  - + The potential for incompatible materials to come in contact.
  - + The presence of extremely hazardous materials or radioactive materials.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into areas where releases have occurred.
  - + The need for equipment and supplies in affected district(s).
  - + The negative or positive impact of Utility services (water, gas, elec.)
  - + The need to order evacuation of an area or portion of a district.
  - + The accessibility of vendors in the City capable of supplying gear and equipment.
  - + The location of other department's equipment which could be used in control activities.

(NOTE: These are consistent with the items on the Report of Chemical Emergency Response form.)

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o As circumstances dictate, establish contact with:
  - \* District Health Center: 1, 2, 3, 4, 5.
  - \* Emergency Response Districts - Fire Dept. Battalion Headquarters.
  - \* US Coast Guard.
  - \* EPA.
  - \* State Health (Toxics).
  - \* Water Resource Control Board.
  - \* Department of Public Works.
  - \* PUC (City).
  - \* PG&E.
  - \* Agricultural Commissioner.
  - \* Cleanup contractors.
  - \* Bay Area Air Quality Management District.
  - \* Analytical laboratories.
  - \* Mutual aid agencies (fire, health, etc.)
- o Coordinate with Environmental Health to determine best utilization of staffing.
- o Provide inspection, assistance and advice on general toxics matters: hazard potentials and mitigation alternatives.
- o Consider weather conditions (wind, precipitation, etc.) and notify appropriate field personnel and agencies as changes occur.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Utilize capability of Public Health Chemistry-Toxicology Laboratory at Building 30, Ward 35, SFGH to analyze toxic soils if needed.
- o Notify appropriate agencies of events/sources of contamination dangerous to the public health and safety of the community.
- o Coordinate with Public Information Officer to disseminate information to the media and general public.
- o Implement prevention, containment, evacuation, and/or decontamination measures as necessary to protect public health and safety.

MANAGER - TOXIC CONTROL PROGRAM - cont'd.

Emergency Period - cont'd.

- o Provide status reports on a regular basis to MCP/ECC if activated.
- o Request outside assistance as needed through the Director of Health.
- o Maintain log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in all activities logs, as directed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### TOXICS INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or revise disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Avoid/evacuate zone of disturbance; take self-protective measures as might be appropriate.
- o Establish contact with:
  - \* Emergency Response District Headquarters - Battalion Fire Station.
  - \* Local utility representative (gas, electric, water, etc.).
  - \* Medical Command Post (MCP).
  - \* District Health Center.
- o Assess:
  - + Overall condition in district(s).
  - + The locations containing the most hazardous substances.
  - + Extent of involvement of hazardous substances.
  - + The physical state of hazardous substances.
  - + The condition of containers containing hazardous materials.
  - + The condition of facilities/structures holding hazardous materials.
  - + The availability and condition of safety equipment in district(s).
  - + Resources in the district useful in controlling hazardous materials.
  - + The stability (or instability) of situations in the district.
  - + The potential for the mixing of incompatible materials.
  - + The presence of extremely hazardous materials or radioactives.
  - + The population affected or potentially affected by releases.
  - + The proximity of releases to emergency care facilities.
  - + The route of entry into the districts for supplies, support & equipment, supply needs.
  - + The negative or positive impact of Utilities (water, gas, electric).

(NOTE: These are consistent with the items in the Report of Chemical Emergency Response form.)
- o Utilize communication capability of DPH personnel at the affected Battalion Headquarters Station(s) to communicate with MCP if necessary.

TOXICS INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Notify Medical Command Post (MCP) and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Consider soil and water contamination and conduct sampling and analysis as appropriate.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety in coordination with other responding agencies.
- o Provide status reports on a regular basis to the MCP including all significant events and changes.
- o Maintain a log of all activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in activities log(s) as directed.



## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### DIRECTOR, ENVIRONMENTAL HEALTH

##### Pre-Emergency Period

- o Review, test, and/or revise disaster plan at least twice annually.
- o Train staff in their roles & responsibilities, plan content, etc.
- o Establish coordinating procedures and agreements as necessary with other DPH Divisions, Dept. Public Works, Red Cross.

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##### Emergency Period

- o Avoid/evacuate disturbance zone; take self-protective measures.
- o Go to Medical Command Post (MCP), if activated, and obtain briefing. Primary site is 135 Polk St, 1st Fl. conference room.
- o Establish contact with Environmental Health Inspectors at affected Battalion Fire Headquarters station(s) and Health Center(s).
- o Assess overall resources and public health and safety needs, including:
  - + Availability and potability of water supplies,
  - + Sources of emergency water supply,
  - + Availability and safety of foodstuffs,
  - + Need for and alternative methods of sewage and garbage disposal,
  - + Rodent and vector control,
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Assess staffing; coordinate with Toxics for best utilization of personnel.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH as might be needed.
- o Coordinate the collection and disposal of dead animals with Animal Control.

Public Health Operations  
Response to Civil  
Disturbance

DIRECTOR, ENVIRONMENTAL HEALTH -cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Coordinate the provision of chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse with the DPW and the City Purchasing Department.
- o Coordinate the transportation of water to points of consumption with DPW, Water Department, Fire Department and Red Cross.
- o Coordinate with Public Information Officer to disseminate information on public health hazards and mitigation alternatives to the general public.
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Provide status reports on a regular basis to the MCP/ECC, if activated.
- o Request outside assistance as needed through the Director of Health.
- o Maintain a log of all activities and actions taken during emergency.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Release mutual aid personnel/equipment when no longer needed.
- o Ensure proper maintenance of all equipment and supplies.
- o Turn in activities log as directed.

## Appendix E-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### ENVIRONMENTAL HEALTH INSPECTOR

##### Pre-Emergency Period

- o Review, test and/or review disaster plan at least twice annually.
- o Obtain training in roles, responsibilities, plan content, etc.

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##### Emergency Period

- o Take self-protective measures & following actions as appropriate.
- o Establish contact with District Health Center(s), District Fire Battalion Station(s), and Medical Command Post (MCP).
- o One Environmental Health Inspector is to be at each of the affected District Fire Battalion Headquarters Station(s). The most senior inspector at any given Battalion Station will coordinate assessment of environmental hazards in district, under direction of the Battalion Chief.
- o Assess overall resources and public health and safety needs of each district, including:
  - + Availability and potability of water supplies.
  - + Sources of emergency water supply.
  - + Availability and safety of foodstuffs.
  - + Need for and alternative methods of sewage and garbage disposal.
  - + Rodent and vector control.
  - + Sanitation services in temporary kitchens, mass care facilities, etc.
  - + Any other sources of contamination dangerous to the community.
- o Utilize communication capability of DPH personnel at affected Battalion Fire Station to communicate with the MCP, if necessary.
- o Provide inspection, assistance and advice on general environmental health and safety matters, hazard potentials and mitigation alternatives.
- o Monitor sanitation services at emergency facilities.
- o Utilize the capability of the Public Health Microbiology Laboratory, 4th floor, DPH as might be needed.
- o Collect and dispose of dead animals in coordination with Animal Control.

ENVIRONMENTAL HEALTH INSPECTOR - cont'd.

Emergency Period - cont'd.

- o Coordinate with the Coroner on any health related problems associated with the disposal of the dead.
- o Establish chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.
- o Coordinate the transportation of water to points of consumption with Dept. Public Works, Water Dept., Fire Dept. and Red Cross
- o Implement prevention, containment, evacuation and/or decontamination measures as necessary to protect public health and safety.
- o Notify MCP and other appropriate agencies of events/sources of contamination dangerous to the public health and safety.
- o Provide status reports on a regular basis to affected Fire Battalion Headquarters Stations, and the MCP/ECC, if activated.
- o Request outside assistance as needed through the Director of Environmental Health.
- o Maintain a log of activities and actions taken.

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Post-Emergency Period

- o Phase out emergency services and revert to normal operations.
- o Notify MCP when mutual aid personnel/equipment are no longer needed.
- o Provide proper maintenance of all equipment and supplies.
- o Turn in all activities log(s) as directed

Appendix E-8

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

ALL OTHER DPH EMPLOYEES

- \* Please note that disaster related responsibilities of employees of San Francisco General Hospital and Laguna Honda Hospital are detailed in the disaster plans of their respective hospitals.

Pre-Emergency Period

- o Receive a training module on disaster preparedness as conducted by DPH personnel.
- o Review and update work-site disaster plan annually.

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Emergency Period

- o Avoid/evacuate zone of disturbance; take appropriate self-protective measures as might be required.
- o Assess immediate situation and activate safety procedures per work site emergency plan.
- o Listen to emergency network radio broadcasts for instructions for City and County employees.
- o When conditions allow, report to Department of Public Health personnel pool at 101 Grove St. (or other site if so designated in an emergency broadcast announcement) for temporary work assignment, as needed.
- o Maintain a log of time worked and disaster related work activities.

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Post-Emergency Period

- o Return to normal work assignments as directed.
- o Turn in log to supervisor as directed.





# Appendix E-9

## EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

### DEPARTMENT ADMINISTRATION

#### NUCLEAR ALERT

Action	Assigned Responsibility
o Place Public Health personnel on standby alert.	Director, DPH
o Review and update Service Annex.	Director, DPH Dep. Director, Operations
o Update organization plan and the assignment of personnel and equipment.	Director, DPH Dep. Director, Operations
o Determine what normal activities & services can be deferred or curtailed to free manpower and funds for emergency preparations.	Director, DPH Dep. Director, Operations
o Defer or curtail all non-essential services. Cancel leaves & days off, recall all personnel on leave and start two shift operations, as directed.	Director, DPH
o Report status of preparedness of Public Health Services to Commander (Mayor).	Director, DPH
o Initiate identification of vital records & documents that may have to be relocated to protected site(s).	Dep. Director, Operations Dept. Directors
o Make specific assignments to emergency duty stations, as might be required.	Dep. Director, Operations Dept. Directors
o Allocate personnel required to support City & Department emergency preparedness activities.	Dep. Director, Operations Dept. Directors
o If activated, send appropriate representative(s) to Medical Command Post (MCP) to coordinate emergency preparedness action for DPH.	Dep. Director Operations Dept. Directors

Public Health Operations  
Response to War  
Emergency

DEPARTMENT ADMINISTRATION - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Suspend all non-emergency functions.	Dept. Directors
o Advise Department elements to start shutdown, if possible, of non-essential services and to make final preparations for maintaining essential services throughout the emergency period.	Dept. Directors
o Coordinate transfer of vital documents and records to protected relocation site(s).	Dep. Director, Operations Dept. Directors
o Coordinate action(s) to enhance radiation protection of designated critical facilities with Construction & Engineering Service.	Dep. Director, Operations Mgr., Toxic Ctrl.
o Arrange for repairs of essential equipment.	Dep. Director, Operations Supv/ Purchasing
o Ensure that obligation documents initiated during emergency period are properly completed on proper purchaser's form.	Dep. Director, Operations Supv/Purchasing
o Ensure that records are established and maintained for personnel time, equipment time, purchases & vendor contracts, as needed, and as they relate to the emergency period.	Dep. Director, Operations Dir/Personnel Supv/Purchasing
o Coordinate return to normal schedules if alert is cancelled.	Dep. Director, Operations
o Ensure all service elements prepare and maintain a log of events of actions taken during alert period.	Dep. Director, Operations Dept. Directors
o Prepare After-action report of emergency operations & submit to Departments/agencies as directed.	Dep. Director, Operations
o Review readiness of facilities and equipment.	Dep. Director, Operations Dept. Directors

DEPARTMENT ADMINISTRATION - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate transfer of essential supplies and equipment, as determined or directed, to protected site(s).	Dep. Director, Operations Dept. Directors
o Coordinate with supporting agencies & personnel to upgrade Department's capabilities.	Dep. Director, Operations Dept. Directors
o Institute familiarization training of Emergency Plan, emergency assignments, weapons effects, hazards, shelter concepts for Dept. personnel	Dep. Director, Operations Dept. Directors
o Initiate inventory of supplies as might be needed.	Dept. Directors Supv/Purchasing
o If activated, determine location(s) of the Department's Emergency Operations Center(s).	Dep. Director, Operations Dept. Directors
o Recruit & train support and/or auxiliary personnel to upgrade Department's capabilities.	Dept. Directors
o If the DPH Medical Command Post (MCP) or Departmental Emergency Operations Centers are activated, implement Departmental communication contacts as necessary/required.	Dept. Directors
o Initiate communication and status checks with service elements, having radio transmission/re-capability, on a regular basis or as directed.	CMED Dispatchers

Public Health Operations  
Response to War  
Emergency

DEPARTMENT ADMINISTRATION - cont,d

ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Poll public health facilities, if possible, to determine extent of damage and ability to function.	Director, DPH Dep. Director, Operations Dept. Directors
o If possible, report status of Department and Service elements capability to provide public health service for the City to Commander (Mayor), Emergency Services.	Director, DPH Dep. Director, Operations
o Coordinate decontamination activities with the Construction & Engineering Service, as needed.	Dep. Director, Operations
o Schedule decontamination of facilities, as needed.	Dep. Director, Operations Dept. Directors Mgr. Toxics Control
o Contact ECC concerning likelihood of fallout and estimated time of arrival.	CMED Dispatch
o Warn and/or advise public health facilities, if fallout is likely and estimated time of arrival.	CMED Dispatch

# Appendix E-10

## EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

### DEPARTMENT ADMINISTRATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert key personnel to the situation.	Director, DPH
o If the City Emergency Coordination Center (ECC) is activated, ensure appropriate representatives report to the Center.	Director, DPH
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Director, DPH Dep. Director, Operations
o Poll health facilities in potential danger area (i.e. downwind) to determine situation in the vicinity and possibility for need to relocate.	Dep. Director, Operations
o Coordinate response activities, as might be required,	Dep. Director, Operations Dept. Directors
o Coordinate evacuation of unsafe or endangered areas with SFFD, SFPD and Red Cross or other agencies, as necessary.	Dep. Director, Operations
o Coordinate with Incident Commander for need of on-site Public Information Officer (PIO).	Dep. Director, Operations Dept. Directors
o Gather, in coordination with the SFFD, all pertinent information relative to the incident.	Dep. Director, Operations
o Prepare After-action report of emergency operations & submit to departments/agencies, as directed.	Dep. Director, Operations
o Assign responsibilities in accordance with the Incident Command System (ICS) and as appropriate to the incident.	Dep. Director, Operations Dept. Directors
o Ensure that appropriate immediate action steps have been initiated, as appropriate, for the incident.	Dept. Directors

DEPARTMENT ADMINISTRATION - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Try to classify the level of the incident.	Dept. Directors
o As appropriate to the incident, designate Department Control Officers.	Dept. Directors
o Prepare and forward proper reports of incident to Director, DPH.	Dept. Directors
o Ensure that all exposed emergency response personnel obtain follow-up medical examinations.	Dept. Directors Dep. Director Operations
o Ensure preparation & maintenance of log of events and actions taken during emergency.	Dept. Directors Dep. Director Operations
o Coordinate with SFFD for location of Incident Command Post (CP).	Dir. Med. Command Post (MCP) Dep. Director Operations
o Notify CMED (communications) of the location of the Incident Command Post (CP).	Dir. of MCP Dep. Director Operations
o Coordinate with SFFD Incident Commander for need and location for setting up a medical operations staging area.	Dir. of MCP Dep. Director Operations
o If a public health staging area is needed for the incident, coordinate with EMS Coordinator.	Dir. of MCP Dep. Director Operations
o Notify CMED (communications) of the location of the staging area, if decision is made to set-up operation.	Dir. of MCP Dep. Director Operations
o Upon advice, designate proper protective equipment for emergency on-site response personnel.	Mgr. Toxics Control
o Coordinate with Police Department for access controls into area of incident and the Incident Command Post (CP).	Dir. of MCP Dep. Director Operations



DEPARTMENT ADMINISTRATION - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Police Department for security of staging area and traffic control in medical staging area.	Dir. Med. Command Post Dep. Director Operations
o As appropriate, coordinate with the EMS Agency Medical Director for cessation of staging area operations, clean-up and closure of area.	Mgr. Toxics Cntrl Dep. Director Operations
o As appropriate, ensure responding units are directed to the staging area; give instructions concerning safe access route to the incident site and staging area.	CMED Dispatch



# Appendix E-11

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

### DEPARTMENT ADMINISTRATION

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff to situation.	Director, DPH
o Establish a Department Command Center, as deemed necessary.	Director, DPH Dep. Director, Operations
o Report status of preparedness to Mayor.	Director, DPH
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center (ECC), if activated.	Director, DPH Dep. Director, Operations
o Alert all DPH Department Directors to have subordinate elements inspect facilities and initiate protective mitigation measures.	Director, DPH Dep. Director, Operations
o If a Department Command Center is established, ensure continuing contact is maintained by subordinate elements during advisory period.	Dep. Director, Operations Dept. Dir's.
o Ensure preparation & maintenance of log of events of actions taken during prediction/advisory period.	Dep. Director, Operations Dept. Dir's.
o Develop plans & coordinate for damage assessment, in event of need, of facilities with Department of Public Works & Department of Electricity - radio & telephone service.	Dep. Director, Operations Dept. Dir's.
o Prepare After-action report of actions taken during the prediction/advisory period & submit to Departments and agencies as directed.	Dep. Director, Operations
o Conduct general site inspections of facilities to assure good storage & protective measures are taken.	Dep. Dir. Ooms Dept. Dir's.
o Coordinate need for emergency power at facilities designated for emergency use, if not already done.	Dept. Dir's.
o Establish communications & reporting system during prediction/advisory situation.	Dept. Dir's.













## Annex F

### MEDICAL EXAMINER - CORONER OPERATIONS

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## Annex F

### MEDICAL EXAMINER - CORONER OPERATIONS

#### F.1 Introduction

This annex establishes policies and procedures for the collection, identification, and disposition of dead persons during extraordinary emergencies, particularly following major natural disasters, technological accidents, or a nuclear attack.

Though there is no control in workload requirements, resources usually can be stretched to cope with activity peaks. The Medical Examiner - Coroner is aware of the potentiality of a major earthquake or other natural phenomena, but technology has increased risk of a man-made disaster. Air lane congestion and increased airline capacities have increased to the point that air transportation can and does attain mass disaster proportions. Additionally, new hazards such as release of toxic or hazardous materials have become potential causes of mass disaster. Public gatherings can number in the thousands and pose a potential for disaster.

This annex describes the basic concepts, policies and procedures for response by the San Francisco Medical Examiner - Coroner's office during major natural or man-made disaster.

#### F.2 Objectives

The overall objectives of Medical Examiner - Coroner operations will be to:

- o Identify human remains and provide adequate care (storage, posthumous examination, etc.) as required by law.
- o Determine the cause and manner of death.
- o Inventory and protect personal effects.
- o Locate and notify next of kin.

#### F.3 Concept of Operations

Medical - Coroner activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in Appendix F, Hazard-Specific Responses.

### F.3.1 Pre-Emergency Period

During this phase, emphasis will be placed on training the staff to Standard Operating Procedures (SOP), preparing supporting plans and checklists for departmental operations and out-of-resources, both public and private sector. Such plans and procedures will provide for coordination and liaison with other departments and agencies for mutual aid. During this phase a System Input Data file should be developed for computer input which contains the following information:

#### 1. Disaster Victim Information, Post-Mortem File

- a. Coroner case data.
- b. Decedent's name (when known) and address.
- c. Physical description.
- d. Clothing and jewelry.
- e. Scars, tattoos, prosthetics, deformities.
- f. Fingerprint classification.
- g. Dental charting.
- h. Surgical and medical autopsy findings.

The Post-Mortem File consists of multiple data records for each body recovered at the disaster scene and can be used for portions of unidentified bodies where fragmentation is such that reconstruction is not feasible. The file is organized by Medical Examiner - Coroner's case data as well as victim descriptions to be used by the investigator for comparison to identified missing persons.

#### 2. Missing Persons Information, Ante-Mortem File

- a. Missing person's name and address, next-of-kin to notify, telephone number.
- b. Place of business, where person was most likely to be at time of disaster.
- c. Physical description.
- d. Clothing and jewelry.
- e. Scars, tattoos, prosthetics, deformities.
- f. Fingerprint classification.
- g. Dental records, dentist's name, address and telephone number.
- h. Surgical and medical history.

The Ante-Mortem File consists of multiple data records for each reported missing person/possible disaster victim. The catalog of data elements for each of these files can be found in **Appendix F-1**.



### F.3.2 Emergency Period

The Emergency Period will involve one of two categories of disaster:

#### F.3.2.1 Localized Disaster.

A mass disaster involving large number of fatalities which is confined to one relative area of the City, as in an aircrash, train derailment, building fire, etc.

In the event of a localized disaster, the Medical Examiner - Coroner's Office could process the remains of up to 300 fatalities should storage and/or autopsy examination be necessary.

When alerted to a localized mass disaster situation, the person on duty taking the call will record the pertinent information and immediately notify the Chief Medical Examiner and the Administrative Coroner, who will respond directly to the scene.

The working Coroner's Investigator and Driver, if out on a call, will report to the scene. Depending upon personnel available, the other two ambulances can also be driven to the scene and one or both of the disaster trailers can be shuttled to the disaster area.

All off-duty Coroner's Investigators and Forensic Autopsy Technicians will be alerted to stand by, pending determination of response requirements. If needed and if they are nearby, Investigators should report directly to the scene. If they are closest to the office, they should report there to assist, where possible, while awaiting further instruction.

At the scene, under direction of the Chief Medical Examiner or the Administrative Coroner, isolation of the area and initial identification of the deceased, including safeguarding of valuables are among the first priorities.

The general Standing Operating Procedure will continue to be in effect unless otherwise mandated at the scene.

#### F.3.2.2 Broad-Scale Disaster

A mass disaster involving large numbers of fatalities covering two or more districts of the City, as in an earthquake, storm, reservoir failure, war, etc.

In the face of such a massive catastrophe, the Medical Examiner - Coroner's Office must immediately mobilize its services. Because of the inherent confusion, departmental personnel must know in advance what to do and where to go. Many decisions will have to be made on-the-spot in the face of events

F.3.2.2 Broad-Scale Disaster - cont'd.

It is recognized that one's first concern will be for his personal welfare and that of his family. With this in mind, it is expected that all employees will report for duty either immediately or as soon thereafter as is humanly possible.

The City Emergency Plan establishes 10 Emergency Response Districts in San Francisco. These 10 districts correspond to the 10 Battalion Fire Districts, with predesignated sites for Mass Care Facilities, Casualty Care Centers, Multi-purpose Staging Areas and with the District Headquarters being the Fire Battalion Station.

- o District Hq. - Battalion firehouse, with communications to the City Emergency Coordination Center.
- o Multi-Purpose Staging Area - An area having large parking areas and shelter, providing a rally point and staging area for emergency operations.
- o Mass Care Facility - Generally located in a school for providing temporary lodging, food and first aid during the immediate post-disaster period.
- o Casualty Care Facility - Major medical and first aid facility.

Under the worst possible conditions, no communications would be open to the Medical Examiner/Coroner's Office and the major roadways throughout the City would be blocked. Off-duty personnel would have to act on their own until a coroner's response organization could be established.

If left intact, the present office location would serve as a base of operations. Office staff personnel should report here. If unable to do so, personnel should go to the nearest Multi-Purpose Staging Area (MSA).

All off-duty Investigators should report to the nearest MSA, where remains will be grouped by district, to aid in identification, notification of relatives and safeguarding of all valuables.

All off-duty Forensic Autopsy Technicians will report to the office. If near a MSA, they should report there first and then proceed to the office later as the situation dictates or as directed.

The Chief Medical Examiner and Administrative Coroner will act as coordinators of all emergency efforts in addition to performing line operation tasks. They will have the responsibility of insuring that all remains are processed according to proper standards.

#### F.3.2.2 Broad-Scale Disaster - cont'd.

If deemed feasible, at the time, large refrigerated trucks are available from several rental agencies in the Bay Area. These could be used to store bodies for the length of time necessary if burial is not within a reasonable period. Once the Mayor declares a "state of emergency", emergency requisitions will be available to obtain necessary equipment not readily in supply. In lieu of the proper forms, accounting may be handled by keeping track of all services procured plus the receipts, for later submission to the Controller's Office.

#### F.3.3 Post Emergency Period

Priorities during this period will be focused on continued recovery of decedents, identification and notification of next-of-kin.

#### F.4 Organization and Responsibilities

##### F.4.1 City and County of San Francisco

The Chief Medical Examiner-Coroner has statutory responsibility and authority, under the State Health and Safety Code, for identification, determining and recording the cause, circumstances and manner of death; and disposition of unclaimed deceased persons. When disasters result in large numbers of deceased persons, the Chief Medical Examiner-Coroner will be responsible for:

- o Coordinating local and mutual aid resources in the collection, identification and disposition of deceased persons and human tissues.
- o Identification of human tissue [non-viable remains that cannot be reattached to a living person].
- o Selecting facilities suitable for temporary morgues and assuring that an adequate number of qualified personnel are available to staff them.
- o Procuring and utilizing temporary cold storage facilities or vehicles.
- o Establishing collection points to facilitate recovery operations.
- o After rescues are completed, coordinating recovery work of decedents by search and rescue/disaster teams [fire, law enforcement and volunteers].
- o Determining and recording the circumstances, causes and manner of death.
- o Designating qualified persons needed to perform the duties of Deputy Coroners.
- o Identifying suitable mass burial sites.
- o Performing other responsibilities with respect to protection of property and disposition of the deceased.

#### F.4.1 City and County of San Francisco - cont'd.

- o Notifying next-of-kin.
- o Disposition of unclaimed and/or indigent dead.
- o Preparing appropriate records, forms, etc.
- o Submitting all requests for mutual aid assistance to the State Office of Emergency Services using procedures specified by the California Mutual Aid System.
- o Coordinating services of: funeral directors, ambulances, and morticians; the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; law enforcement agencies for security, property protection, and evidence collection.
- o Providing mutual aid to other jurisdictions, whenever possible.

The care, custody and final disposition of deceased persons and human tissue will remain the responsibility of the officials of the City and County of San Francisco.

Organizations locally available to support operations are denoted in Enclosure F-1, Supporting Organizations and Responsibilities.

#### F.4.2 Mutual Aid Region

The State Office of Emergency Services, Region 2 Coroner Mutual Aid Coordinator (designated by the California State Coroners Association) receives and responds to requests for mutual aid assistance. Should an emergency be of such magnitude as to require the commitment of the resources of one or more counties, it is the responsibility of the Region 2 Coordinator to organize and coordinate the dispatch of resources with the Region to the emergency area. The Region 2 Coordinator will advise appropriate officials at State OES of the situation. If the Region's resources are overtaxed, the Region 2 Mutual Aid Coordinator will request assistance from the state level.

#### F.4.3 State

The following state agencies will support the efforts of the San Francisco Medical Examiner-Coroner's Office:

- o The State Office of Emergency Services will receive and respond to requests submitted by the Region 2 Coroner Mutual Aid Coordinator for assistance from other government or private sources within California.

#### F.4.3 State - cont'd.

- o The California State Department of Public Health will execute authority, under the State Health and Safety Code, where large numbers of dead persons constitute a public health hazard. They may assist in notification of next-of-kin.
- o The Military Department, when authorized by the Governor and requested through OES channels, will provide personnel and equipment required for collection and movement of the dead as well as additional support services. The request will be made when state and local government resources are fully employed and additional support is required to cope with the disaster.
- o The Department of Justice will assist in identification of deceased and will provide legal advice.

#### F.4.4 Federal

The following Federal agencies may support the efforts of the San Francisco Medical Examiner-Coroner's Office:

- o The Department of Defense may provide Recovery and Identification teams, complete with required transportation, equipment and supplies, who will work under the guidance of and supplement the efforts of Medical Examiner-Coroner's Office. It may also provide human remains pouches (body bags) and refrigeration units to store and transport remains.
- o The Department of Justice may provide Federal Bureau of Investigation personnel to assist in the identification of remains and U.S. Attorney personnel to provide legal advisory assistance.
- o The Federal Emergency Management Agency may provide funding for personnel to counsel and advise survivors.

#### F.5 Policies and Procedures

##### F.5.1 Emergency Responses

###### Level I

If the Medical Examiner-Coroner's Office is equipped to handle the number of dead resulting from a disaster, the normal routine of examining, performing autopsies, fingerprinting, identifying, photographing and recording personal property of the deceased may be undertaken. If the number of fatalities overtax the Coroner's



#### F.5.1 Emergency Responses - Level I - cont'd.

Office, then a temporary staging or collection area may be considered which might be manned by funeral directors.

#### Level II

The normal functioning of the Medical Examiners-Coroner's Morgue is likely to be disrupted. To facilitate the process of carrying out normal procedures, the establishment of multiple staging areas or morgue sites may be necessary. Collection areas in districts may be manned by the Coroner's Staff, funeral directors, and volunteers. These personnel may handle the operational details of the Coroner's facility for their district. It will also be necessary to establish fatality collection areas for persons who die while in the hospital or enroute to treatment areas. To avoid additional trauma to surviving victims, it will be important to establish the fatality collection areas away from hospitals or treatment centers.

#### Level III

Due to the anticipated numbers of fatalities, identification of the deceased can be expected to pose a significant problem. This problem may not be immediately resolved; therefore, storage facilities for an extended period, or mass burial, may be necessary.

It will be imperative to have the bodies and possessions tagged and labeled as to the location found, as well as recording any other vital information that may lead to a future identification. Embalming of the bodies may be necessary for preservation as well as disease prevention. X-rays and dental charts may be used for making an identification.

It is conceivable that some bodies will not be identifiable before burial. Therefore, it is imperative that records be kept of grave sites, (unidentified person) numbers, case numbers and burial orders. Each body should have attached to it a tag, preferably metal or plastic, which contains the identification information.

#### F.5.2 S.F. Medical Examiner-Coroner Staff Response

- o The Chief Medical Examiner-Coroner and/or Administrative Coroner will be available at all times by telephone or by pocket paging system.



#### F.5.2 S.F. Medical Examiner-Coroner Staff Response - cont'd.

- o When any employee of the office staff learns of an event involving multiple deaths in San Francisco, exceeding 10 persons, he should contact the office to determine whether his services are needed.
- o The person on duty in the office, upon receiving notice of any catastrophe, should ascertain the following information:
  - + Nature of the incident and time of occurrence.
  - + Exact location and degree of deviation.
  - + Estimated number of casualties.
  - + Estimated number of deaths.
- o On the basis of the emergency data, the person on duty will proceed according to the prescribed office Standing Operating Procedure.

#### F.5.3 Communications

Deputy Coroners in the field shall establish, as soon as possible, communication with the Coroner and with other agencies at the disaster site or within the area, possibly through the law enforcement communications system. [Telephone communications, in many disaster situations, have been demonstrated to be potentially vulnerable to damage and extremely high usage by the public. Radio-based systems not requiring commercial power exhibit the highest degree of reliability.]

#### F.5.4 Fatality Collection Areas (FCAs)

Should the number of dead exceed the resources of the Coroner's Office, the Coroner should consider the organization and operation of a FCA at the disaster site. The facilities, located as near as possible to areas with heavy death toll, should have, if feasible, showers, hot and cold water, electricity, parking areas, and communications. They should be fenced or locked for the security of bodies and personal property, be removed from public view and have sufficient space. Facilities of potential use are existing mortuaries, National Guard Armories, etc. Once FCAs are established, the Coroner's organization should obtain refrigerated trailers as deemed necessary. The trailers can be moved to whatever location designated by the Coroner. If refrigerated trailers are not available, arrangements can be made for railroad refrigeration cars or ocean container vans to aid in the preservation of bodies.

The functions to be performed at the FCAs are:

- o Receive the dead brought in from the disaster area.

#### F.5.4 Fatality Collection Areas (FCAs)

The functions to be performed at the FCAs are: - cont'd.

- o Identify the dead, record the identification, or collect and record evidence that may lead to later identification of the bodies that may have to be buried in an unidentified state.
- o Receive, label, and impound property of the dead. Use the property as necessary in identification of the dead, and hold the property for the next of kin or the Public Administrator.
- o Keep records of names and numbers of dead. It is essential to maintain a postmortem board containing all known information regarding all remains or parts of remains which may be identifiable.
- o Receive telephone inquiries from or solicit relatives and friends of the dead or missing persons to assist in the identification. This function may be handled by American Red Cross personnel or volunteers who have been trained to provide relief in times of disaster. Members of the clergy within an area may provide assistance in dealing with relatives and friends, as well as assisting in notification of death.
- o File and record emergency death certificates.
- o Photograph, x-ray and chart teeth, determine the cause of death.
- o Embalm bodies for preservation and disease prevention.
- o Release bodies to mortuaries or a transportation service for transport to burial sites.
- o Obtain all the necessary equipment, supplies, and personnel to accomplish these tasks.

#### F.5.5 Locating, Retrieving and Tagging of Bodies at the Disaster Site

Personnel from the Medical Examiner-Coroner's Office, with the aid of other disaster team members, will aid in the recovery and identification process, as follows:

- o Security arrangements at the disaster site must be made. Admission to the disaster area should be restricted to only authorized personnel, equipment, and supplies.
- o A method of indicating the location of bodies at the disaster site may be needed. A format whereby the disaster site is marked off in grids and each is designated in alphabetical sequence has been found to be effective. Bodies within each grid are designated in sequence and prefixed with prearranged letters and numbers. Locations within the grid are fixed by street numbers, streets, intersections, etc.
- o Parts of bodies are identified and tagged using these numbers as the prefix, followed by the designation "P" for part. Parts will not be assigned to bodies at the scene.
- o If time, security, and safety allow, photographs of bodies, body parts, and property will be taken at the scene.

#### F.5.5 Locating, Retrieving and Tagging of Bodies at the Disaster Site - cont'd.

- o Bodies should not be searched or identified at the scene.
- o Bodies will be removed from debris, tagged, put into body bags or wrapped in plastic sheeting, and readied for transport to the FCA.
- o Personal property will be tagged and sent with the body.
- o Property and clothing not actually on a body will not be assigned to a body.

#### F.5.6 Transport of Bodies to Fatality Collection Areas

Transportation of bodies from disaster sites to FCAs will be coordinated by the Medical Examiner-Coroner's Office in conjunction with the Transportation Coordinator (Municipal Railway) when required. Transportation sources could include coroners vehicles, vehicles supplied from local mortuaries, or other sources.

#### F.5.7 Mass Burial

Mass burial may become necessary when the number of victims become a public health hazard and the dead cannot be:

- o Adequately refrigerated or embalmed to prevent decomposition.
- o Processed and identified.
- o Released to the next of kin.
- o Transported to and/or cared for by cemeteries, mausoleums, crematoriums, etc.

The decision to begin mass burial must be made by the Coroner and County Health Office in conjunction with the State Department Health Services. Coordination should also be made with the San Francisco Office of Emergency Services, State OES, and appropriate City officials and religious leaders in San Francisco.

The site of mass burial must also be agreed upon by the above agencies, taking into consideration the number and location of dead to be buried. Ideally, an existing cemetery would be the most logical location of mass burial. However, that may not be possible because of the numbers to be buried and the area available, its proximity to the disaster site, and the damage the cemetery received during the disaster.

The next consideration should be given to federal-state-city owned property or rights-of-way, such as:

- o Parks and recreational areas.
- o Sides of freeways.
- o Areas beneath high power lines.
- o Rail yards and areas along rail lines.

#### F.5.7 Mass Burial - cont'd.

The final consideration should be given to privately owned property (except cemeteries), preferably large open areas. Access and egress are also important factors along with the type of terrain and the need to facilitate later exhumations. These exhumations will be ordered to attempt to identify unknown bodies and for the reinterment of those identified by the next of kin in the cemetery of their choice. Bodies remaining unidentified must still be reinterred in a designated cemetery.

Those bodies designated for mass burial should be processed to ensure that:

- o Body has been rechecked for any type of jewelry or other item that may assist in identification.
- o Postmortem information has been properly documented, especially scars, tattoos, deformities, and other physical descriptions.
- o Fingerprints have been taken, if not, fingers should be rechecked and prints taken if possible.
- o Mandible and maxillary have been removed and placed into a properly marked container.
- o An additional body tag has been attached, properly filled out and placed into a small, sealed plastic bag.
- o If remains are not arterially embalmed, the body has been wrapped in celu-cotton or other absorbent material.
- o Embalming fluid (2 to 3 gallons cavity fluid or 10% formaline) has been poured over the remains.
- o Body has been wrapped in plastic sheeting or disaster pouch and tied/zipped to prevent leakage.
- o A tag has been attached to the pouch containing the body.
- o If possible, body has been placed in a wooden or metal container for burial; that container has been marked (spray painted) with corresponding identification numbers.

Exact location of each body buried must be recorded on grid maps including dates, times and other information necessary for exhumations at a later time. Each burial site must also be marked (staked) with the correct corresponding identification numbers.

#### F.5.8 Counseling Service

An information and/or counseling service staffed by American Red Cross workers, mental health workers, clergy and others experienced in Coroner activities should be established for relatives and friends of missing or deceased persons.

#### F.5.9 Mutual Aid

In accordance with the Coroners Mutual Aid System, requests for mutual aid assistance will be submitted to the State DES Region 2, Coroners Mutual Aid Coordinator.



## Enclosure F-1

### SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

#### 1. General

The authority for this Enclosure is the San Francisco Emergency Operations Plan, Mutual Aid Agreements and Letters of Understanding that are or will be developed by and between the San Francisco Medical Examiner-Coroner's Office and appropriate departments/agencies and organizations within the private sector that can support the activities of the Coroner's Office.

#### 2. Organizations

##### 2.a. City & County Departments/Agencies

1. San Francisco Police Department.
2. San Francisco Police Auxiliary Reserve.
3. San Francisco Housing Authority Police.
4. San Francisco Sheriff.
5. San Francisco Fire Department.
6. San Francisco Fire Auxiliary Reserve.
7. San Francisco Department of Public Health.
8. Department of Public Works.

##### 2.b. Private Sector

1. San Francisco College of Mortuary Science.
2. Local morticians, funeral directors, and embalmers as might be requested by the Medical Examiner-Coroner.
3. Local dentists and x-ray technicians as might be requested by the Medical Examiner-Coroner.

#### 3. Responsibilities

##### 3.a. City & County Departments/Agencies

###### o San Francisco Police Department

The San Francisco Police Department, as requested, will provide area security, property protection and assist in evidence collection as coordinated by the Medical Examiner-Coroner.

3.a. City & County Departments/Agencies - cont'd.

o San Francisco Police Auxiliary Reserve

The San Francisco Police Reserve, as a law enforcement element under the Police Department, will provide assistance as directed by the Chief, San Francisco Police Department.

o Sheriff

The San Francisco Sheriff's Office, as a law enforcement agency, will provide assistance, as requested by the Medical Examiner-Coroner, within its capabilities.

o San Francisco Housing Authority Police

The Housing Authority Police, as a law enforcement agency, will provide assistance, as requested by the Medical Examiner-Coroner, within its capabilities.

o San Francisco Fire Department

The San Francisco Fire Department will provide victim recovery assistance as requested by the Medical Examiner-Coroner.

o San Francisco Fire Auxiliary Reserve

The Fire Auxiliary Reserve, as an element under the direction of the San Francisco Fire Department, will provide assistance as directed by the Chief, SFFD.

o San Francisco Department of Public Health

The Department of Public Health will provide assistance as requested by the Medical Examiner-Coroner through the Director, Public Health.

o Department of Public Works

The Department of Public Works will provide assistance, as requested through the Director, Public Works, for heavy rescue/recovery as might be coordinated by the Chief, SFFD, and for excavating temporary mass burial sites as might be required in San Francisco.



3.b. Private Sector

o San Francisco College of Mortuary Science

Provide auxiliary facilities to support activities of the Medical Examiner-Coroner in accordance with in force or proposed Letters of Understanding or Agreement, as might be requested.

o Morticians, Funeral Directors, and Embalmers

Provide professional assistance when requested by the Medical Examiner-Coroner's Office.

o Dentists and X-ray Technicians

Provide assistance in the identification of the deceased when requested by the Medical Examiner-Coroner's Office.



## Appendix F

### MEDICAL EXMINER - CORONER OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- F-1 Response to a Major Earthquake.
- F-2 Response to Hazardous Material Incident.
- F-3 Response to a Reservoir Failure.
- F-4 Response to a Conflagration.
- F-5 Response to a Tsunami Inundation.
- F-6 Response to a Seiche Inundation.
- F-7 Response to a Transportation Accident.
- F-8 Response to Civil Disturbance.
- F-9 Response to War Emergency.
- F-10 Response to Peacetime/Technological Incident.
- F-11 Response to Earthquake Prediction/Advisory



## Appendix F-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Action _____	Assigned Responsibility
IF THERE ARE ONLY A FEW OR NO FATALITIES, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS	
IF THERE ARE A LARGE NUMBER OF FATALITIES, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.	
o Coordinate with Director, Department Public Health, as might be required.	Chief Med. Ex. Admin. Coroner
o Initiate liaison with DES Mutual Aid Region 2, Coroner Mutual Aid Coordinator.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with the Emergency Response District Headquarters - Battalion Fire Station(s).	Chief Med. Ex. Admin. Coroner
o Coordinate with the on-site Incident Commander for recovery of remains.	Chief Med. Ex. Admin. Coroner Dep. on Duty
o Contact Red Cross and coordinate need for Red Cross workers and location to which workers should report.	Chief Med. Ex. Admin. Coroner Dep. on Duty
o Request mutual aid assistance through DES Mutual Aid Region 2, as might be required.	Chief Med. Ex. Admin. Coroner
o Establish morgue facilities, or additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Establish collection points to facilitate body recovery operations.	Chief Med. Ex. Admin. Coroner
o Coordinate with Municipal Railway representative if support is needed to transport human remains to morgue location(s).	Chief Med. Ex. Admin. Coroner
o Coordinate with Director, Public Health for location(s) of temporary mass burial sites, if needed.	Chief Med. Ex. Admin. Coroner
o Coordinate with Director, Public Works for excavation of temporary mass burial sites, as required.	Chief Med. Ex. Admin. Coroner

Coroner Operations  
Response To A  
Major Earthquake

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. Staff
o Initiate action(s) to determine which off-duty staff have reported to Multi-Purpose Staging Areas.	Admin. Coroner
o Establish communication channels with: Coroner staff elements, Emergency Coordination Center, Director, Public Health, Multi-Purpose Staging Areas, American Red Cross, Private sector hospitals, as required.	Admin. Coroner Dep. on Duty
o Procure temporary cold storage facilities or vehicles, as might be required.	Admin. Coroner Dep. on Duty
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty
o Alert staff to report to predesignated locations.	Dep. on Duty Office Staff member
o Notify the Emergency Coordination Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office Staff member
o Collect and tag remains.	Dep. Coroners
o Transport human remains to morgue(s).	Dep. Coroners
o Identify remains.	M.E.'s/Dent's, Invest. Staff
o Notify next of kin.	Admin. Staff
o Ensure a log of events is prepared and maintained for all actions taken during emergency operations.	Office Staff member



## Appendix F-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

Action	Assigned Responsibility
o Coordinate with Director, Department Public Health, as might be required.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-site Incident Commander for recovery of remains.	Chief Med. Ex. Admin. Coroner
o Determine if special handling procedures will be required to avoid contamination.	Chief Med. Ex. Med. Examiners Chief Toxicol.
o Request mutual aid assistance through the DES Mutual Aid Region 2 Office, if needed.	Chief Med. Ex. Admin. Coroner
o Contact Red Cross and coordinate need for Red Cross workers and location to which workers should report.	Chief Med. Ex. Admin. Coroner Dep. on Duty
o Establish morgue facilities and additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Establish collection points to facilitate body recovery operations.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner staff elements, Emergency Coordination Center (If activated), Director, Public Health, American Red Cross Private sector hospitals, as required.	Chief Med. Ex. Admin. Coroner
o Procure temporary cold storage facilities or vehicles if required.	Admin. Coroner Dep. on Duty
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty
o Prepare After-Action Report of emergency operations submit to departments/agencies as directed.	Admin. Coroner Admin. Staff
o Alert staff to report to predesignated locations.	Dep. on Duty Office Staff

Coroner Operations  
Response To Hazardous  
Material Incident

Action	Assigned Responsibility
o <u>If activated</u> , notify the Emergency Coordination Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office Staff
o Collect and tag bodies.	Dep. Coroners
o Transport human remains to morgue(s).	Dep. Coroners
o Identify remains.	Med. Examiners Dentist's Invest. Staff.
o Notify next of kin.	Admin. Staff
o Ensure a log of events is prepared and maintained for all actions requested and taken during emergency operations.	Office Staff

# Appendix F-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO A RESERVOIR FAILURE

### FAILURE EXPECTED

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign liaison person to the Emergency Coordination Center, <u>if activated</u> .	Chief Med. Ex. Admin. Coroner
o Identify potential collection point locations.	Chief Med. Ex. Admin. Coroner
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on Duty
o Arrange for procurement of temporary cold storage facilities or vehicles, as might be needed.	Admin. Coroner Dep. on Duty
o Initiate arrangements for liaison/coordination with other departments as deemed appropriate in event of failure.	Admin. Coroner Dep. on Duty
o Establish procedures to obtain more body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty
o Alert Coroner staff.	Dep. on Duty Office staff member
o Ensure a log of events is prepared and maintained for all actions taken during emergency operations.	Office Staff member

### FAILURE & INUNDATION OCCURS

o <u>If activated</u> , coordinate activities with the Emergency Coordination Center.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-site Incident Commander(s)	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through the DES Mutual Aid Region 2 Office.	Chief Med. Ex. Admin. Coroner

Coroner Operations  
Response To Reservoir  
Failure

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish collection points to facilitate body recovery operations.	Chief Med. Ex. Admin. Coroner
o Establish morgue facilities and additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner staff elements, Emergency Coordination Center ( <u>If activated</u> ) Director, Public Health, American Red Cross.	Admin. Coroner Dep. on Duty
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. Staff
o Alert staff to predesignated locations.	Dep. on Duty Office staff member
o Perform collection and tagging of bodies.	Dep. Coroner
o Transport remains to morgue facilities.	Dep. Coroner
o Identify remains.	Med. Examiners Dentists Invest. staff
o Notify next of kin.	Admin. Staff

# Appendix F-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

Action	Assigned Responsibility
o Initiate coordination with the appropriate Emergency Response District Headquarters, if activated.	Chief Med. Ex. Admin. Coroner
o Coordinate with the on-site Incident Commander for recovery of remains.	Chief Med. Ex. Admin. Coroner
o In coordination with the Incident Commander, establish collection points to facilitate body recovery operations.	Chief Med. Ex. Admin. Coroner
o Initiate actions to recall all off-duty staff personnel, as required.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through OES Mutual Aid Region 2, as might be required.	Chief Med. Ex. Admin. Coroner
o Contact Red Cross and coordinate need for Red Cross workers and location to which workers should report.	Chief Med. Ex. Admin. Coroner
o Establish morgue facilities and additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner staff elements, Emergency Coordination Center ( <u>If activated</u> ), American Red Cross Private sector hospitals, if required.	Chief Med. Ex. Admin. Coroner
o Prepare to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on Duty o
o Procure temporary cold storage facilities or vehicles if needed.	Admin. Coroner Dep. on Duty
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty

Coroner Operations  
Response To A  
Conflagration

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. Staff
o Alert staff to situation.	Dep. on Duty Office staff
o <u>If activated</u> , notify the Emergency Coordination Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office staff
o Collect and tag remains.	Dep. Coroner
o Transport human remains to morgue(s).	Dep. Coroner
o Identify remains.	Med. Examiners Dentists Invest. staff
o Ensure a log of events is prepared and maintained for all actions requested or taken during emergency operations.	Office staff
o Notify next of kin.	Admin. staff



# Appendix F-5

## EMERGENCY ACTION CHECKLIST RESPONSE TO A TSUNAMI INUNDATION

Action	Assigned Responsibility
o Initiate coordination with the Emergency Response District Headquarters - Battalion Fire Station(s) of impacted districts.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for recovery of victims.	Chief Med. Ex. Admin. Coroner
o Assign liaison person to the Emergency Coordination Center, <u>if activated</u> .	Chief Med. Ex. Admin. Coroner
o <u>If activated</u> , coordinate activities with the Emergency Coordination Center.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with other departments/agencies as deemed appropriate.	Chief Med. Ex. Admin. Coroner
o Establish collection points to facilitate body recovery.	Chief Med. Ex. Admin. Coroner
o Establish additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through the DES Mutual Aid Region 2 Office.	Chief Med. Ex. Admin. Coroner
o Prepare to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on duty
o Establish communication channels with: Coroner elements. Emergency Coordination Center ( <u>If activated</u> ). Director, Public Health. American Red Cross.	Admin. Coroner Dep. on duty
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. staff

Coroner Operations  
Response To Tsunami  
Inundation

Action	Assigned Responsibility
o Alert staff to situation.	Dep. on duty Office staff member
o <u>If activated</u> , notify the Emergency Coordina- tion Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office staff member
o Perform collection and tagging of bodies.	Dep. Coroner
o Transport remains to morgue facilities.	Dep. Coroner
o Identify remains.	Med. Examiners Dentists Invest. staff
o Notify next of kin.	Admin. staff
o Ensure a log of events is prepared and main- tained for all requests and actions taken during emergency operations.	Office Staff member

# Appendix F-6

## EMERGENCY ACTION CHECKLIST RESPONSE TO A SEICHE INUNDATION

Action	Assigned Responsibility
o Initiate coordination with the Emergency Response District Headquarters - Battalion Fire Station(s) - of impacted districts.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for recovery of victims.	Chief Med. Ex. Admin. Coroner
o Assign liaison person to the Emergency Coordination Center, <u>if activated</u> .	Chief Med. Ex. Admin. Coroner
o <u>If activated</u> , coordinate activities with the Emergency Coordination Center.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with other departments/agencies as deemed appropriate.	Chief Med. Ex. Admin. Coroner
o Establish collection points to facilitate body recovery.	Chief Med. Ex. Admin. Coroner
o Establish additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through the OES Mutual Aid Region 2 Office.	Chief Med. Ex. Admin. Coroner
o Prepare to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on Duty
o Establish communication channels with: Coroner elements, Emergency Coordination Center ( <u>If activated</u> ), Director, Public Health, American Red Cross.	Admin. Coroner Dep. on Duty
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. Staff

Coroner Operations  
Response To Seiche  
Inundation

Action	Assigned Responsibility
o Alert staff to situation.	Dep. on Duty Office staff member
o <u>If activated</u> , notify the Emergency Coordina- tion Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office staff member
o Perform collection and tagging of bodies.	Dep. Coroner
o Transport remains to morgue facilities.	Dep. Coroner
o Identify remains.	Med. Examiners Dentists Invest. staff
o Notify next of kin.	Admin. staff
o Ensure a log of events is prepared and main- tained for all requests and actions taken during emergency operations.	Office staff member

## Appendix F-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o If the Emergency Coordination Center is activated, ensure liaison is established and Center is advised of continuing activities.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for search and recovery of victims.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for location of a secured collection point to facilitate body recovery/removal.	Chief Med. Ex. Admin. Coroner
o Establish liaison with and coordinate release of information with the City Public Information Officer (PIO) - Mayor's Press Aide.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with other departments/agencies as deemed appropriate.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner elements, Emergency Coordination Center (If activated), Director, Public Health, American Red Cross, Private sector hospitals, as required.	Chief Med. Ex. Admin. Coroner
o Establish additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through the OES Mutual Aid Region 2 Office.	Chief Med. Ex. Admin. Coroner
o Be prepared to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on Duty
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty

Coroner Operations  
Response To Transportation  
Accidents

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that vehicles belonging to a private sector company, if used to transport remains of victims, have signs and other company identification covered or removed.	Admin. Coroner Dep. on Duty
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. staff
o Alert staff to situation.	Dep. on Duty Office staff member
o <u>If activated</u> , notify the Emergency Coordination Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office staff member
o Perform collection and tagging of bodies.	Dep. Coroner
o Transport remains to morgue facilities.	Dep. Coroner
o Identification of remains.	Med. Examiners Dentists Invest. staff
o Ensure a log of events is prepared and maintained for all requests and actions taken during emergency operations.	Dep. on Duty Office staff member
o Notification of next of kin.	Admin. staff



# Appendix F-8

## EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

Action	Assigned Responsibility
o If the Emergency Coordination Center is activated, ensure liaison is established and Center is advised of continuing activities as necessary.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for recovery of victims.	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for location of a secure collection point to facilitate body recovery/removal.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with other departments/agencies as deemed appropriate.	Chief Med. Ex. Admin. Coroner
o Establish liaison with and coordinate release of information with the City Public Information (PIO) - Mayor's Press Aide.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through the OES Mutual Aid Region 2 Office.	Chief Med. Ex. Admin. Coroner
o Be prepared to accept mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner elements, Emergency Coordination Center (If activated), American Red Cross, Private sector hospitals, as required.	Admin. Coroner Dep. on Duty
o Contact local morticians to plan for additional aid, if needed.	Admin. Coroner Dep. on Duty
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty
o Establish additional temporary morgue facilities if needed.	Admin. Coroner Dep. on Duty

Coroner Operations  
Response To Civil  
Disturbance

Action	Assigned Responsibility
o Ensure that vehicles belonging to a private sector company, if used to transport remains of victims, have signs and other company identification covered or removed.	Admin. Coroner Dep. on Duty
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. Staff
o Alert staff to developing situation.	Dep. on Duty Office staff member
o <u>If activated</u> , notify the Emergency Coordination Center as to location of Chief Medical Examiner-Coroner.	Dep. on Duty Office staff member
o Perform collection and tagging of bodies.	Dep. Coroner
o Transport of remains to morgue facilities.	Dep. Coroner
o Identification of remains.	Med. Examiners Dentists Invest. Staff
o Ensure a log of events is prepared and maintained for all requests and actions taken during emergency operations.	Office staff member
o Notification of next of kin.	Admin. Staff

# Appendix F-9

## EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

### NUCLEAR ALERT

Action	Assigned Responsibility
o Place Staff on standby alert.	Med. Exam.-Coroner Admin. Coroner Staff on Duty
o Report status of preparedness of Medical Examiner-Coroner's Office to Commander (Mayor).	Med. Exam.-Coroner
o If activated, send appropriate representative to City Emergency Coordination Center to coordinate emergency preparedness activities.	Med. Exam.-Coroner
o Allocate personnel required to support City and Department emergency preparedness operations.	Med. Exam.-Coroner
o Suspend all non-emergency functions, if possible.	Med. Exam.-Coroner
o Advise staff elements to start shut-down, if possible, of non-essential services and to make final preparations for maintaining essential services through emergency.	Med. Exam.-Coroner
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Med. Exam.-Coroner Admin. Coroner
o Defer or curtail all non-essential services. Cancel leaves and days off, recall all personnel on leave and start two shift operations, as directed.	Med. Exam.-Coroner Admin. Coroner
o Develop a Remedial Movement Plan for relocating operations, as necessary, in event of fire threat following attack.	Med. Exam.-Coroner Admin. Coroner
o Review and update Coroner Operations Annex.	Admin. Coroner

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Update organization plan and the assignment of personnel and equipment.	Admin. Coroner
o Make specific assignments to emergency duty stations, as might be required.	Admin. Coroner
o Institute refresher training of staff personnel to familiarize them with emergency plan, emergency assignments, weapons effects, hazards, shelter concepts.	Admin. Coroner
o Recruit and train support personnel to upgrade Department's capabilities, as needed.	Admin. Coroner
o Initiate inventory of supplies as might be needed.	Admin. Coroner
o Initiate identification of vital records and documents that may have to be relocated to protected site(s).	Admin. Coroner
o Coordinate transfer of vital documents & records to protected relocation sites(s).	Admin. Coroner
o Coordinate action(s) to enhance radiation protection of designated critical facilities with Construction & Engineering Service.	Admin. Coroner
o Arrange for repairs of essential equipment and/or expedite current maintenance and repair programs.	Admin. Coroner
o Ensure that obligation documents initiated during the emergency period are properly completed on the proper forms.	Admin. Coroner
o Ensure that records are established and maintained for personnel time, equipment time, purchases and vendor contracts, as needed and as they relate to the emergency.	Admin. Coroner

Coroner Operations  
Response to War  
Emergency

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate transfer of essential supplies & equipment, as determined or directed, to protected sites(s).	Admin. Coroner
o Coordinate return to normal work schedule if alert status is cancelled.	Admin. Coroner
o Ensure all service elements prepare and maintain a log of events of actions taken during emergency alert period, and are forwarded as directed.	Admin. Coroner
o Review warning procedures and use of siren alert system.	Admin. Coroner
o Initiate communications and status checks with service elements on a regular basis, or as directed.	Admin. Coroner
o Prepare After-Action Report of emergency operations and submit to Departments/agencies as directed.	Med. Exam.-Coroner Admin. Coroner Admin. Staff

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ATTACK

o If possible, report status of Department's capability to function to Commander (Mayor).	Med. Exam.-Coroner
o Disseminate attack warning to field units.	Med. Exam.-Coroner Admin. Coroner
o If coroner facilities become untenable because of fire threat, execute Remedial Relocation action.	Med. Exam.-Coroner Admin. Coroner

ATTACK - cont'd.

Action	Assigned Responsibility
o Warn or advise field units if fallout is likely.	Med. Ex.-Coroner Admin. Coroner
o If advised that fallout is likely, provide field units with radiation safety guidance.	Med. Ex.-Coroner Admin. Coroner
o Initiate and coordinate actions required to begin restoration and/or re-establishing of department facilities.	Med. Ex.-Coroner Admin. Coroner
o Schedule decontamination of facilities, as needed.	Med. Ex.-Coroner Admin. Coroner
o Coordinate decontamination activities with Construction & Engineering Service, as needed.	Med. Ex.-Coroner Admin. Coroner
o If a bright flash of light or other weapons effects are noted, observation should be reported, if possible. Give approximate direction and time of observation.	Staff personnel



# Appendix F-10

## EMERGENCY ACTION ACHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Action	Assigned Responsibility
o Coordinate with Director, Department Public Health, as might be required.	Chief Med. Ex. Admin. Coroner
o If the City Emergency Coordination Center is activated, ensure appropriate representative reports to the Center, as might be directed.	Chief Med. Ex. Admin. Coroner
o Initiate coordination with the Emergency Response District Headquarters - Battalion Fire Station(s).	Chief Med. Ex. Admin. Coroner
o Coordinate with on-scene Incident Commander for search and recovery on remains.	Chief Med. Ex. Admin. Coroner
o Request mutual aid assistance through OES Mutual Aid Region 2 Office, if necessary.	Chief Med. Ex. Admin. Coroner
o Contact Red Cross and coordinate need for Red Cross workers and location to which workers should report.	Chief Med. Ex. Admin. Coroner
o Establish morgue facilities, and additional temporary morgue facilities if needed.	Chief Med. Ex. Admin. Coroner
o Establish secure collection points to facilitate body recovery operations.	Chief Med. Ex. Admin. Coroner
o Prepare to receive mutual aid assistance.	Chief Med. Ex. Admin. Coroner
o Establish communication channels with: Coroner staff elements. Emergency Coordination Center ( <u>If activated</u> ). Director, Public Health. American Red Cross. Private sector hospitals, as required.	Chief Med. Ex. Admin. Coroner
o Dispatch field units to incident scene.	Chief Med. Ex. Admin. Coroner
o Determine if facility is in potential danger area (downwind) and there might be a possible need to relocate.	Chief Med. Ex. Admin. Coroner Ass't. M.E.'s.

Coroner Operations  
Response to Peacetime/  
Technological Incident

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency; coordinate with on-scene Incident Commander - SFFD - for release of information.	Chief Med. Ex. Admin. Coroner
o Determine if special handling procedures will be required to avoid contamination.	Chief Med. Ex. Ass't. M. E's.
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Admin. Coroner Admin. staff
o Procure body bags and other necessary supplies and equipment, if not already on hand.	Admin. Coroner Dep. on Duty
o Procure temporary cold storage facilities or vehicles if required.	Admin. Coroner Dep. on Duty
o If private sector companies are used to transport remains, ensure signs and identification on company vehicles are covered.	Admin. Coroner Dep. on Duty
o Alert key personnel to the situation.	Dep. on Duty
o Collect and tag bodies.	Dep. Coroner
o Transport human remains to morgue(s).	Dep. Coroner
o Identification of remains.	Med. Examiners Dentist's Invest. Staff
o <u>If activated</u> , notify the Emergency Coordination Center as to location of Chief Med. Exam.-Coroner.	Office Staff
o Ensure a log of events is prepared and maintained for all actions requested and taken during emergency operations.	Office Staff
o Notify next of kin.	Admin. Staff

# Appendix F-11

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

Action	Assigned Responsibility
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Med. Exam.-Coroner Admin. Coroner
o Report status of preparedness to Mayor.	Med. Exam.-Coroner Admin. Coroner
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center, <u>if activated</u> .	Med. Exam.-Coroner Admin. Coroner
o Inspect facilities and initiate protective mitigation measures.	Med. Exam.-Coroner Admin. Coroner
o Ensure preparation and maintenance of log of events of actions taken during prediction/advisory period.	Admin. Coroner
o Establish a routine communications and reporting system as necessary to the situation.	Admin. Coroner
o Conduct general site inspections to assure good storage and protective measures have been initiated and are being used.	Admin. Coroner
o Develop plans and coordinate for damage assessment, in event of need, of facilities with Department of Public Works.	Admin. Coroner
o Initiate inventory of on-hand supplies and determine what will be available if needed.	Admin. Coroner
o Coordinate actions required to procure additional body bags and supplies as required.	Admin. Coroner
o Prepare After-action Report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	Admin. Coroner Admin. Staff









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CARE AND SHELTER OPERATIONS  
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## Annex G

### CARE AND SHELTER OPERATIONS

#### G.1 Introduction

This annex describes the organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during major natural disasters, technological incidents, and nuclear defense emergencies. It also cites authorities and specifies the public and private organizations responsible for providing mass care and welfare inquiry services.

#### G.2 Objectives

The overall objectives of care and shelter operations are to:

- o Provide food, clothing, shelter, and other basic necessities of life, on a mass care basis, to persons unable to provide for themselves because of disaster.
- o Provide an inquiry service to reunite separated families and respond to inquiries from relatives outside the affected area.
- o Assure an orderly transition from mass care, to separate family living, to post-disaster recovery.
- o Prepare for occupancy and operation of fallout shelters in the event of a nuclear attack.
- o Organize and manage fallout shelters.

#### G.3 American Red Cross

The American Red Cross, as mandated by Federal Law 36-USC-3 and reaffirmed in Public Law 93-288 (Federal Disaster Relief Act of 1974), provides disaster relief in peacetime.

At the state level, the Statement of Operational Relationships between the American Red Cross and the California Office of Emergency Services (OES) and the Memorandum of Understanding between the American Red Cross and the California Department of Social Services establish the operating relationships between these agencies. The major care and shelter responsibilities of the Red Cross in the emergency period are included in the Statement of Operational Relationships and are reiterated below.

### G.3 American Red Cross - cont'd.

Emergency mass care includes providing:

- o Emergency lodging for disaster victims in public or private buildings.
- o Food, clothing, water and sanitary facilities in the emergency mass care facilities.
- o Food, water, and sanitary facilities for disaster workers if no other facilities are available.
- o Registration and inquiry service (Disaster Welfare Inquiry [DWI]).

The Red Cross acts cooperatively with state and local governments and other private relief organizations to provide emergency mass care to persons affected by disaster in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency.

### G.4 Concept of Operation

#### G.4.1 General

Care and shelter operations during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with the various types of emergencies are provided in Appendix G, Hazard-Specific Responses.

##### G.4.1.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

##### Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOP), call-out lists of professional and volunteer personnel, and resource lists. Plans and procedures will provide for coordination and communication channels with counterpart agencies and organizations of other jurisdictions. Volunteers will be trained, and disaster plans will be exercised during this period.

Because the onset of some disasters can occur with little or no warning, possible sites for shelter and mass feeding have been preselected, and are included in Part Three, Operational Data, of this plan Agreement for use with the appropriate owners, organizations and operators of these facilities have been made at this time.

#### G.4.1.1 Pre-Emergency Period - cont'd.

##### Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory forecast of potential inundation, forecast of an imminent reservoir failure, or a deteriorating international situation that could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans SOPs, call-out and resource lists, and training. Available resources will be mobilized and volunteers alerted.

#### G.4.1.2 Emergency Period

The Emergency Period is divided into three phases as follows:

##### Pre-Impact Phase

Most actions to be accomplished during the pre-impact phase would be centered around taking appropriate counter-measures to protect people should the city be impacted by such an event as imminent reservoir failure, a health endangering hazardous material incident. If it is the type of disaster that requires mass care, shelter and feeding facilities will be opened, manned and supplied. The city shelter coordinator, alternate or other designee, and a representative of the Red Cross will report either to a 24-hour dispatch facility located in or immediately adjacent to the affected area or to the City Emergency Coordination Center (ECC) if it has been activated. Detailed information on shelter and feeding facilities will be disseminated to the public through the City Public Information Officer (PIO).

##### Immediate Impact Phase

If there has been ample warning, shelter, feeding and other care services will have begun outside the threatened area. However, should an area that was perceived to be safe be impacted, some relocatees may have to be transported to another lodging facility, and feeding operations may have to be transferred to another site.

If the disaster occurs without warning, local officials and the Care and Shelter Coordinator, in conjunction with the Red Cross need to assess the requirements for shelter and mass feeding. They must also determine which of the preselected facilities may have become inaccessible, damaged, or destroyed, and which facilities are still available for mass care. As normal communications facilities may not be functioning, other means (such as amateur radio operators or person-to-person contact) may have to be used to communicate with shelter managers and other mass care personnel. Most emergency personnel, however, will be expected to report to preassigned duty stations



#### G.4.1.2 Emergency Period - cont'd.

Obtaining appropriate supplies and resources and distributing them to the specified sites may require improvising solutions and deviating somewhat from the original plan. In the case of a major disaster, shelters may be required outside the City and they will be provided through mutual aid channels. In addition, temporary feeding services may be requested to be provided by state and/or military agencies.

#### Sustained Emergency Phase

In the Sustained Emergency Phase, it may be possible that some of the displaced persons may be moved to improved quarters. However, shelter mass feeding, and welfare inquiry services (DWI) will continue until they are no longer required.

#### G.4.1.3 Post-Emergency Period (Recovery)

In the Post-Emergency Period, most of the basic needs of the population will have been provided, and, if the disaster was large, the federal and state government will have become heavily involved in providing financial aid to victims. A Disaster Application Center(s) (DAC) will be set up to coordinate the delivery of these services. City officials and private sector agencies will still have the responsibility for phasing out the mass care facilities and assisting displaced persons in obtaining temporary housing and other aid.

#### G.4.2 Peacetime Emergencies

Peacetime emergency operations differ from possible nuclear defense emergencies in that the level of magnitude of even a catastrophic disaster would be much less than in a crisis relocation or attack situation. In almost all peacetime disasters, the Red Cross will provide the bulk, if not all, of the mass care services. Various school, churches and public buildings will fulfill the needs for shelters. Usually, persons will be able to use their private automobiles to provide transportation to shelters and one or more central feeding facilities. As a majority of the evacuees may choose to stay with relatives, friends, or in hotels or motels, the percentage of persons going to shelters will vary to nothing up to possibly 25 percent.

#### G.4.3 Nuclear Defense Emergencies

If nuclear attack is thought likely, it is expected that almost all persons from preidentified hazard areas will be evacuated and that provisions will be made for the majority of persons to be lodged in mass care facilities of



#### G.4.3 Nuclear Defense Emergencies - cont'd.

either a public or private nature. The concept is that persons will remain in lodging facilities in a crisis relocation situation but move to fallout shelter if there is an attack warning. In actuality, most lodging facilities must be upgraded to provide fallout protection. In nuclear defense emergencies, the Red Cross does not have a mandate to participate in providing care and shelter. However, the Red Cross may assist in providing such services.

Because of the magnitude of the care and shelter task in nuclear defense emergencies, the local Care and Shelter Organization will be somewhat different from, more complex than, and greatly expanded over its peacetime counterpart. The limited number of persons in reception areas with relevant skills must be greatly augmented by others including many individuals who have been displaced by the emergency situation. Consequently, during nuclear defense emergencies, State and County Social Services/Welfare Departments, the American Red Cross, and other service organizations should assist in providing the nucleus of a Care and Shelter Organization.

#### G.5 Organization and Responsibilities

Table G-1 gives an overview of the statewide care and shelter organization down to the Care and Shelter Coordinator at the city level and shows the source of management personnel for both peacetime and nuclear defense emergencies. The responsibilities of Care and Shelter Coordinators at the Operational Area, and Mutual Aid Region levels, the State Care and Shelter Director, supporting state agencies and the private sector are discussed below.

Table G-1

##### STATEWIDE CARE & SHELTER ORGANIZATION

Level	Title	Source
State.	State Care & Shelter Director.	Director, Department of Social Services.
Mutual Aid Region.	Mutual Aid Region Care & Shelter Coordinator.	Department of Social Services' designee.
Operational Area. (San Francisco)	Operational Area Care & Shelter Coordinator.	American Red Cross, Natural Disasters General Manager, Dept. of Social Services, War Emergency

## G.5.1 Government

### G.5.1.1 San Francisco Operational Area

The City & County of San Francisco Operational Area Care & Shelter Coordinator (Red Cross, as per the San Francisco Administrative Code), is a member of the Emergency Management Organizational Staff and has the responsibility for coordination of shelter operations and local government resources needed for shelter operations. For peacetime disasters the Red Cross is designated as the official agency to coordinate and provide shelter and care, and to make arrangements with other private organizations such as the Salvation Army, University of San Francisco & Society of St. Vincent de Paul to assist in care & shelter, and for submission of requests for support to the Region 2, Care & Shelter Coordinator.

The disaster organization may be expanded as required to meet the emergency. In the case of a very large peacetime disaster, there may be a requirement for a Mass Care Services Chief, Assistant Chief for Mass Care Centers to assist the Shelter and Mass Care Health Coordinators.

The General Manager, San Francisco Department of Social Services is designated the Care and Shelter Coordinator under the expanded organization for nuclear defense emergencies and is described in Appendix G, Response to Nuclear Defense Emergencies.

City government and private organizations available to support care and shelter operations are listed in Enclosure G-1, Supporting Organizations and Responsibilities.

### G.5.1.2 Mutual Aid Region 2

The State of California Office of Emergency Services, Region 2, Care and Shelter Coordinator (representative of the State Department of Social Services) will coordinate care and shelter operations with Region 2 and will submit requests for support to the State Director of Care and Shelter.

### G.5.1.3 State of California

The Director of the State Department of Social Services will serve as State Director of Care and Shelter and will have overall responsibility for coordinating statewide care and shelter operations and support requirements.

The Department of Social Services is responsible for:

- o Serving as the lead agency in coordinating state agency care and shelter response to support City operations.
- o Providing departmental personnel and other resources to function in Disaster Application Centers upon request of the State Director of OES.

#### G.5.1.3 State of California - cont'd.

- o Coordinating the capabilities of the City & County of San Francisco Social Services Department to respond to a disaster,
- o Recommend interregional transfer of evacuees or resources to equalize distribution of evacuee case loads.

The following cites other state agencies with varied capabilities and responsibilities for providing support to such operations. All support will be dependent upon availability and, in some instances, the proximity of the agency's facilities to the City & County of San Francisco.

Seven state agencies have facilities where they can provide lodging or food or both in disaster situations. These agencies are:

- o California Maritime Academy, (Vallejo, California)
- o Department of Corrections,
- o Department of Parks & Recreation,
- o Department of Rehabilitation,
- o Department of Youth Authority,
- o State College System,
- o University of California.

Two state departments have the capability of providing feeding equipment and prepared food to locations throughout the state. They are:

- o Department of Forestry,
- o Military Department (California National Guard).

Upon request, information to support the identification and location of persons by the Welfare Inquiry Services (DWI) will be provided by:

- o Department of Motor Vehicles.

Assistance with welfare inquiry and arrangement for food to be delivered in affected areas can be provided by:

- o Department of Aging.

#### G.5.1.4 Federal

Federal support for care and shelter operations will be provided by those federal agencies such as the Department of Agriculture and the Department of Defense, whose statutory responsibilities include disaster response prior to a Presidential Declaration. Additional assistance following a Presidential Declaration will be coordinated by the Federal Emergency Management Agency (FEMA).

## G.5.2 Business and Industry

Business and industry with personnel and resources needed to meet emergency requirements will be identified and utilized by the City emergency organization. In the case of care and shelter, voluntary agreements may be made with hotel, motel, or restaurant owners to use their personnel and facilities.

## G.6 Policies and Procedures

### G.6.1 Mutual Aid

If City resources (both public and private) are inadequate to cope with the situation, support will be requested through the State OES Mutual Aid Region 2 Office. If the requirements cannot be met through resources available within the counties of the region, Region 2 will request assistance from the State OES in Sacramento. State OES will then forward the request to the State Department of Social Services for final action. Red Cross mutual aid will be coordinated by Western Operational Hdq., ANRC.

### G.6.2 Registration and Inquiry Operations (Disaster Welfare Inquiry)

In peacetime, the Red Cross has the responsibility for Registration and Inquiry (Disaster Welfare Inquiry [DWI]) operations. The Red Cross has trained Disaster Welfare Inquiry cadres, a system to recruit volunteer workers, and a program to handle mass inquiries. During most disasters, a Registration and Inquiry Center is established in the Red Cross office located near the disaster. However, in large-scale disasters where the Red Cross has established a Headquarters for Disaster Operation, the Center will be located there or nearby. In the event of a nuclear defense emergency, Registration and Information Coordinators in Reception and Care Centers have responsibility for registration as indicated in Appendix G, Response to Nuclear Defense Emergencies.

There is often a delay between the onset of a disaster, the time that a Registration and Inquiry Center (DWI) can be set up and staffed, and the time it takes to identify residences that may have been damaged or destroyed. A temporary moratorium on inquiries may have to be declared until the system becomes operational.

Communications are established between the Center and shelters, hospitals, and coroners' offices and morgues. Registration lists and location changes are sent to the Center daily, if possible, or more often if practical and necessary. Most inquiry and response information is sent by teletypewriter exchange (TWX) in order to provide written record of the communication. Although every effort is made to locate victims, some persons whose homes may have been damaged will relocate but not register. For this reason, records will seldom, if ever be complete. Public information broadcasts advising people to register and to notify relatives of their location will assist inquiry operations.



### G.6.3 Shelter Operations

- o In large disasters, all suitable buildings, other than those being used for other emergency functions, may be used for shelter.
- o Schools are the most preferred facilities for shelter, as they are public facilities and can accommodate a large number of persons. Churches are also appropriate, as they are often large and have feeding facilities on the premises.
- o Arrangements should be made in advance with owners or managers of facilities for use in disasters. Arrangements can also be made during a disaster, if a location change is required as a result of changing conditions.
- o In large disasters, commercial lodging facilities such as motels and hotels should be reserved for the infirm who require above average comforts and conveniences.
- o It is imperative that the list of shelter facilities be kept up-to-date.
- o When possible, most of the shelter operations will be performed by personnel normally associated with the facility. In large disasters, the relocatees themselves, under supervision of the facility manager, are expected to assist with many, if not most, of the operations.
- o Pets will not be allowed in shelter facilities but will be cared for in animal shelters or veterinarians' facilities.
- o Only minimal health needs will be attended to in shelter facilities. If possible, sick persons will be transferred to medical facilities.

### G.6.4 Feeding Operations

- o In peacetime emergencies, plans will be made for mobile feeding, to include feeding at the scene of a disaster; providing refreshment services at hospital waiting rooms, morgues, and places where disaster victims and emergency workers congregate; and delivering food to persons in isolated areas.
- o In most disaster, it is expected that a central facility will be set up for mass feeding and that most of the feeding operations will be performed by personnel associated with that facility. Where possible, the owners or managers of feeding establishments will manage the mass feeding operations.
- o Mass feeding schedules will be provided to Shelter Managers.

#### G.6.4 Feeding Operations - cont'd.

- o Special diets will be provided as available.
- o Arrangements will be made with 24-hour restaurants and fast food outlets to provide supplies of food initially, until mass feeding operations can be organized.
- o Government-provided food will be obtained, if possible, and food supplies donated in bulk should be used to the extent possible.

#### G.6.5 Fallout Shelter Operations

- o Where possible, and if lodging facilities have been designated for use as fallout shelters, the lodging facility managers will also function as Fallout Shelter Managers.
- o Persons assigned to lodging facilities will constitute the basic labor force for fallout shelter upgrading operations.
- o Law enforcement personnel will maintain peace and order at feeding facilities, and fire personnel will perform fire safety inspection and surveillance of the feeding facilities.
- o Operational control of emergency service personnel (fire, law, etc.) assigned to fallout shelters will remain with their respective Local Coordinators.
- o Reception and Care Centers will function as Fallout Shelter Complex Headquarters after movement to fallout shelters has been accomplished.
- o Contact will be maintained with the local EOC, which will serve as the source of emergency information and guidance. If there is no communications with the ECC, the Emergency Broadcast System (EBS) will be constantly monitored.



## Enclosure G-1

### SAN FRANCISCO WELFARE/SHELTER SERVICE

#### I. Mission

The San Francisco Welfare/Shelter Service's basic objective is to provide the following emergency services to disaster victims.

- o Food - for displaced and resident victims as well as disaster workers.
- o Clothing.
- o Shelter.
  - + Temporary lodging in Mass Care Facilities or other available locations.
  - + Relocation of disaster victims from temporary shelters to permanent housing during disaster recovery period.
- o Registration and Welfare Inquiry.
  - + Registration of displaced persons.
  - + Processing & responding to inquiries from friends and relatives of persons within the disaster area.
  - + Coordinating registration and inquiry via the Red Cross Disaster Welfare Inquiry (DWI) System.
- o Financial Assistance and Emergency Social Services.

There may also be a need for continuing services during the post-disaster recovery period, which can last months or years.

#### II. Operational Concepts

##### A. General

1. The City & County of San Francisco has legal responsibility for the health and safety of its citizens at all times.
2. In the San Francisco Emergency Operations Plan, the Welfare and Shelter Service is designated as a Primary Response Service with specific tasks and responsibilities.
3. Operations and responsibilities will vary according to the type of situation.
  - o Natural (peacetime) disasters - operations are primarily a Red Cross responsibility, with City & County personnel assisting the Red Cross.
  - o War-caused emergency - Welfare/Shelter operations are directed by the General Manager of the Department of Social Services, while the Red Cross disaster organization assists in providing the mass care services of food, clothing and shelter.

## II. Operational Concepts - cont'd.

### A. General - cont'd.

4. This paragraph also addresses organizational and operational requirements and out-lines the procedures to provide care to disaster victims in parks and open areas.
  - o Recognizing citizens will seek open areas and parks subsequent to a major disaster, the City is responsible to ensure their safety and well-being.
  - o It is a matter of priority to either provide shelter and mass care services to victims wherever they may gather, or to insure a smooth and orderly transfer of victims from parks and open areas to designated mass care facilities where food, shelter, protection & registration is available. It can be expected that during the crucial first days of the disaster both of these activities will be of utmost importance and require the following life supporting activities:
    - + Communications essential to coordinating mass care requirements and operations.
    - + Transportation to transport personnel to and from mass care facilities.
  - o Parks & open areas have very little in the way of shelter & convenience and lack sanitation facilities. Thus, citizens "camping out" in these areas expose themselves to the elements and other dangers.
  - o Depending on the extent of damage following a major disaster, there is the distinct possibility that parks and open areas will be needed for long range, temporary housing consisting of federally provided mobile homes, trailers or tents.
5. It is of prime concern that the American Red Cross ensure the following actions are accomplished as early as possible following a major disaster:
  - + An inspection of parks and open areas be accomplished to determine the numbers and locations of disaster victims.
  - + Operations be initiated to transfer those victims to appropriate mass care facilities.
6. The San Francisco Recreation & Parks Department maintains jurisdiction over approximately 160 neighborhood parks and squares, including 78 playgrounds and the Golden Gate Park.

## II. Operational Concepts - cont'd.

### A. General - cont'd.

It is logical to assume that most of these parks and open areas will become gathering places for groups of people seeking protection and/or mutual support. It can be further assumed that these areas will be used temporarily, by people eager to gather information about neighbors and the neighborhoods, but not as shelters; and some will be used by people whose homes have been damaged or who are afraid to return to their homes or buildings. It is the latter group that will require transfer to mass care facilities.

- + The Recreation and Park Department must determine which parks and open areas are suitable for long term, temporary housing use and provide preliminary information regarding location, size and accessibility.

### B. Operations

Welfare and Shelter operations have been divided into three (3) phases, with certain activities to be performed in each phase.

#### Pre-Disaster Period

- o Planning.
- o Preparation of Standard Operating Procedures.
- o Staff training.
- o Test exercise/drills.
- o Plan revision and updating.

#### Emergency Period

- o Plan activation and call-up of Welfare/Shelter personnel.
- o Opening of Mass Care Facilities.
- o Shelter management and operation.
- o Provision of mass care services - food, clothing, shelter.
- o Disaster Welfare Inquiry (DWI).
- o Emergency financial assistance.

#### Recovery Period

- o Financial aid - Red Cross, local, State and Federal (FEMA).
- o Social services - family reunification, counseling.
- o Housing - relocation from shelters.

## II. Operational Concepts - cont'd.

### C. Mass Care Facility Locations - (See Attachments G-1-A & G-1-B, and pages 9 & 11.)

- o The San Francisco Emergency Operations Plan divides the City into ten (10) districts, corresponding to the 10 Fire Battalion Districts.
- o In each district, primary and alternate sites have been designated as Mass Care Facilities (shelters).
- o Emergency mass care operations will take place at these sites under the direction of the Red Cross, with assistance of assigned Welfare/Shelter personnel.

### D. In a Presidentially-declared disaster, State and/or Federal agencies in coordination with the City may open one-stop Disaster Application Centers (DACs). Certain City Departments assigned to the Welfare/Shelter Service have responsibilities to provide staff at DACs, if requested, to perform specific tasks.

### E. Financial Obligations

Obligations may be assumed by either the Red Cross or the government (City, State or Federal). Operations imposing financial obligations must be initiated by or approved by the agency being obligated, prior to any commitment. Obligations originally accepted by one agency may be transferred to another if both parties agree, but until such agreement is reached, the originating agency shall remain responsible for its actions.

## III. Organization

### A. Direction and Control

#### Service Chief

- o In the event of natural disaster emergencies a delegated representative of the Golden Gate Chapter, American Red Cross, is assigned as Service Chief with responsibility for mobilizing and directing the operations of the Welfare/Shelter Service. Acting in a support role is the General Manager, Department of Social Services (DSS), whose personnel will provide disaster services as indicated in this annex.
- o In event of war emergency, the DSS General Manager is assigned as Service Chief, while the Red Cross acts in a supporting role by providing mass care services.



### III. Organization - cont'd.

#### Personnel

- o Individual City personnel assigned to supplement Red Cross services will operate under the immediate supervision of Red Cross personnel. Units or staff sections assigned to assist the Red Cross may function under their existing organization to accomplish missions established and assigned by the Red Cross.
- o Individual employees in City Departments that are assigned to the Welfare/Shelter Service will assist the Red Cross at the designated Mass Care Facilities in San Francisco.

#### Shelter Assignments

- + City employees living in the City are assigned to the shelter in the district where they live. (Refer to Attachment G-1-A & G-1-B, and pages 9 & 11.)
- + Non-resident employees may be unable to return home if a disaster strikes while in City, they should be prepared to go to the shelter nearest their workplace.
- + Disaster workers living outside the City will be called upon only in the most extreme situations, since transportation availability will be limited. Re-call instructions will be issued over the Emergency Broadcast network radio system.

#### Coordination

- + Training of personnel assigned to the Welfare/Shelter Service shall be coordinated by the Golden Gate Chapter, American Red Cross (ARC).
- + Assigned City departments shall cooperate with the Office of Emergency Services and the Red Cross in all disaster related activities, including training in specific tasks and participation in training/drill exercises.

#### Mass Care Facility Organization

See Attachment G-1-C, page 13.

### IV. Tasks

#### A. General

- o Each individual assigned to the Welfare/Shelter Service should have a basic understanding of the disaster threats in the City and Bay Area and should know how to take care of himself when a disaster strikes.

#### IV. Tasks - cont'd.

##### A. General, - cont'd.

- o City employees assigned to the Welfare/Shelter Service must understand their legal responsibilities under the provisions establishing this service, and be prepared to serve when called upon. This requires sufficient individual and family preparedness.
- o It is assumed members of this Service will be concerned with the safety of their family and loved ones in a disaster situation. Family preparedness will alleviate anxiety of disaster workers separated from their families.
- o In any disaster, each member of the Welfare/Shelter Service will be part of a larger community effort to mitigate the disaster and assist in recovery operations. Members working for government agencies will have disaster responsibilities, but will also be needed to assist their agencies' return to normal operations as soon as possible.

##### B. Service Chief, American Red Cross

- o Directs the operations of the Welfare/Shelter Service during natural disaster situations.
- o Assists in developing an emergency capability to provide mass care services in San Francisco.
- o Coordinates disaster training for agencies and individuals assigned to the Welfare/Shelter Service.
- o Acts as primary liaison between the Red Cross and other government agencies.
- o Initiates call-up of personnel in natural disasters.

##### C. General Manager, Department of Social Services

- o Directs the operations of the Welfare/Shelter Service during war emergency.
- o Assists the ARC Service Chief in directing and coordinating Welfare/Shelter Service operations of City governmental agencies during natural disasters.
- o Provides staff as available to assist ARC at Mass Care Facilities and to assist at Disaster Assistance Center(s) (DACs), as might be opened.



IV. Tasks - cont'd.

C. General Manager, Department of Social Services - cont'd.

- o Coordinates issuance of disaster relief aid with existing City/County administered entitlement programs.
- o Ensures continuity of existing social services being provided to San Francisco residents.
- o Initiates call-up of personnel in war emergency.

D. Department Heads of City Welfare/Shelter Agencies

- o Develop internal procedures consistent with responsibilities under the City's Emergency Operations Plan and Care and Shelter Operations Annex.
- o Arrange Red Cross Disaster Training for all staff and allow staff participation in disaster exercises.
- o Identify and plan for recovery period activities related to the Agency's normal functions and responsibilities.

E. Disaster Worker Assignments

- o Effort will be made to assign City workers tasks related to their normal job classifications and special skills.
- o All workers will receive general disaster orientation and training in the registration of disaster victims coming into shelters, by Red Cross.
- o Eligibility workers and social workers will also be trained in the emergency casework necessary to issue Red Cross assistance
- o Selected clerical staff will be trained in the Red Cross Disaster Welfare Inquiry System (DWI).
- o Selected administrative staff will be trained in shelter management.
- o Bi-lingual workers will be expected to provide translating services as needed.

## V. Communications

- A. The Red Cross has its own communications system utilizing amateur radio organizations, and has been licensed to use the radio frequency of 47.42 MHz.
- B. The Golden Gate Chapter office, 1550 Sutter Street, will function as the Welfare/Shelter communications center.
- C. The Service Chief will coordinate communications with the City's Emergency Coordination Center and the Mass Care Facilities.
- D. Instructions to Welfare/Shelter workers will be issued by the Service Chief over commercial radio & TV stations, as might be operating, using the Emergency Broadcast system.

## VI. Line of Succession

In the event the DSS General Manager is unable or not available to serve, the following DSS employees, in descending order, shall assume the duties of the General Manager:

- + Assistant General Manager
- + Director of Administrative Services.
- + Assistant Director, Income Maintenance.
- + Assistant Director, Services.



### EMERGENCY RESPONSE DISTRICTS & FACILITIES

## City & County of San Francisco Earthquake Response plan

### CENTER FOR CASUALTY CARE AND MASS CARE BY DISTRICT

MASS CARE FACILITY A location such as a school, from which lodging, feeding, clothing, registration, welfare inquiry, first-aid and essential social services can be provided to disaster victims during the immediate post-disaster period. Operated by the Red Cross, Department of Social Services, School District, Park & Recreational Department, University of San Francisco and Salvation Army.





Attachment G-1-B, Enclosure G-1

LIST OF MASS CARE FACILITIES

DISTRICT 1.       Primary:   Francisco Middle School, 2190 Powell St.  
                  Alternate: Commodore Stockton School, 950 Clay St.

DISTRICT 2.       Primary:   Civic Auditorium & Brooks Hall, Grove & Polk.  
                  Alternate: Everett Middle School, 450 Church St.

DISTRICT 3.       Primary:   Moscone Convention Center, Howard & 4th St.  
                                  Potrero Middle School, 655 DeHaro at 18th St.

DISTRICT 4.       Primary:   Marina Middle School, 3500 Fillmore St.  
                  Alternate: Redding School, 1421 Pine St.  
                                  Yerba Buena School, 2110 Greenwich St.

DISTRICT 5.       Primary:   University San Francisco, Golden Gate Ave.  
                  Alternate: Raoul Wallenberg High School, 40 Vega St.

DISTRICT 6.       Primary:   James Lick Middle School, 1220 Noe St.  
                  Alternate: Horace Mann Middle School, 3351 - 23rd St.

DISTRICT 7.       Primary:   George Washington Hig School, 32nd & Anza.  
                  Alternate: Presidio Middle School, 45 - 3rd Ave.

DISTRICT 8.       Primary:   Abraham Lincoln High School, 2162 - 24th Ave.  
                  Alternate: A.P. Giannini Middle School, 3151 Ortega St.

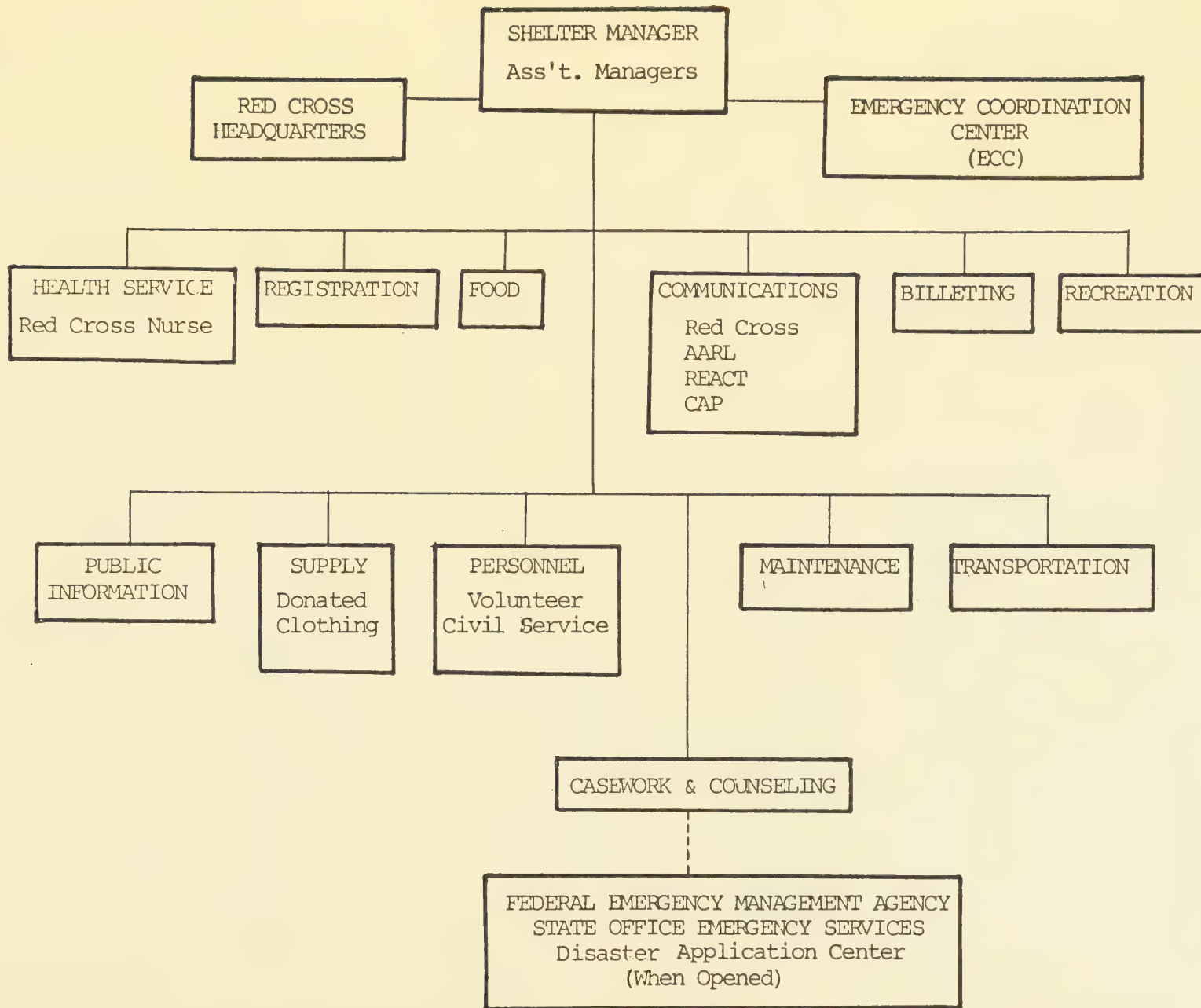
DISTRICT 9.       Primary:   James Denman Middle School, 241 Oneida.  
                  Alternate: Aptos Middle School, 105 Aptos Ave.

DISTRICT 10.      Primary:   Philip & Sala Burton High School  
                                  Conklin & Silver Ave.  
                                  Woodrow Wilson High School, 400 Mansell Ave.  
                  Alternate: Paul Revere School, 555 Tompkins.  
                                  Starr King School, 1215 Carolina.





MASS CARE FACILITY (SHELTER) ORGANIZATION





Enclosure G-2

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

1. City and County of San Francisco departments and agencies assigned to Care and Shelter/Welfare (Red Cross) Service and their specific responsibilities are:
  - o San Francisco Unified School District.
    - + Operation of Mass Care Facilities located in designated school district facilities, activated by Red Cross.
  - o George Moscone Convention Center.
    - + Facility Staff, oversighted by Red Cross, operates Convention Center as a Mass Care Facility.
  - o Department of Social Services.
    - + Operates under Red Cross direction, in natural disasters, of the Registration and Inquiry System. Combines and prepares information received from each shelter, hospital, coroner and other official sources into the Official City Locator List.
  - o Health Service System and Department of Public Health -Mental Health Service.
    - + Assists with care of highly disturbed evacuees/relocatees in shelters.
  - o Recreation and Parks Department - Recreation Division only.
    - + Provide support and assistance to Red Cross and evacuees/relocatees in Mass Care Facilities.
2. The following departments or agencies of the City and County of San Francisco are assigned to the Care and Shelter/Welfare (Red Cross) Service but have not been given specific assignments. However, they will be utilized in the most effective manner, as determined by the Red Cross, in support of activities of the Care and Shelter/Welfare Service.
  - o Department of Social Services.
  - o Adult Probation.
  - o Art Commission.
  - o Assessor - Office Group.

2. Assignment of City departments and agencies - cont'd.

- o School District Staff - except school staffs of designated Mass Care Facilities.
- o Commission on Aging.
- o Health Service System.
- o Housing Authority - in natural disasters.
- o Human Rights Commission.
- o Juvenile Court.
- o Public Administrator.
- o Public Library.
- o Public Pound.
- o Recorder.
- o Registrar of Voters.
- o Rent Arbitration Board.
- o Tax Collector.
- o War Memorial.

3. The following voluntary Agencies will be used in the operation of the Care and Shelter/Welfare System:

- o Salvation Army.
  - + Operation of Civic Auditorium and Brooks Hall as a Mass Care Facility.
  - + Transportation of supplies to support Mass Care Facility operation.
- o St. Vincent de Paul Society.
  - + Transportation of supplies to support Mass Care Facility operations.
- o University of San Francisco.
  - + Provide facilities/space and operate, under general direction of Red Cross, a Mass Care Facility on the University campus.
- o Radio Amateur Civil Emergency Service (RACES).
  - + Provide communication teams for the Care and Shelter/Welfare Service operation.
- o San Francisco Hospitals (All).
  - + Provide information required for inclusion into the Registration and Inquiry System.

## Appendix G

### CARE AND SHELTER OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- G-1 Response to a Major Earthquake.
- G-2 Response to Hazardous Material Incident.
- G-3 Response to a Reservoir Failure.
- G-4 Response to a Conflagration.
- G-5 Response to a Tsunami Inundation.
- G-6 Response to a Seiche Inundation.
- G-7 Response to a Transportation Accident.
- G-8 Response to Civil Disturbance.
- G-9 Response to War Emergency.
- G-10 Response to Peacetime/Technological Incident.
- G-11 Response to Earthquake Prediction/Advisory.





# Appendix G-1

## EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

<u>Action</u>	<u>Assigned Responsibility</u>
o Open all designated Primary Mass Care Facilities.	Red Cross
o Determine if Mass Care Facilities are functional. ity Dir.	Red Cross Facil-
o Provide alternative communications where needed to Mass Care Facilities, the City Emergency Co- ordination Center, and other key facilities as might be directed.	Radio Amateur Civil Emergency Service (RACES)
o Call-up augmentation staff to provide personnel for reception, medical care, shelter, and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center. Howard St. bet. 3rd & 4th Sts.	(See note 2.)
	Potrero Hill Middle School. 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School. 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco. Golden Gate Ave. & Parker.	University of San Francisco
6.	James Lick Middle School. 1220 Noe St.	SFUSD - School Principal
7.	George Washington High School. 600 32nd Ave.	SFUSD - School Principal

Care & Shelter  
Response to  
Major Earthquake

Action ----- Assigned Responsibility

PRIMARY MASS CARE FACILITIES

Fire Dist.

Shelter

- |     |  |                             |
|-----|--|-----------------------------|
| 8.  | Abraham Lincoln High School,<br>2162 24th Ave.                           | SFUSD - School<br>Principal |
| 9.  | James Denman Middle School,<br>241 Oneida Ave.                           | SFUSD - School<br>Principal |
| 10. | Woodrow Wilson High School,<br>400 Mansel St.                            | SFUSD - School<br>Principal |
|     | Phillip Burton Academic Al-<br>ternative High School,<br>45 Conkling St. | SFUSD - School<br>Principal |

ALTERNATE MASS CARE FACILITIES

- |    |   |                             |
|----|---|-----------------------------|
| 1. | Commodore Stockton School,<br>950 Clay St.                            | SFUSD - School<br>Principal |
| 2. | Everett Middle School,<br>450 Church St.                              | SFUSD - School<br>Principal |
| 3. | > NONE ASSIGNED <   |                             |
| 4. | Redding School,<br>1421 Pine St.                                      | SFUSD - School<br>Principal |
|    | Yerba Buena Center (N & SA)<br>2110 Greenwich St.                     | SFUSD - Site<br>Manager     |
| 5. | Raoul Wallenberg Alternative<br>High School<br>40 Vega St.            | SFUSD - School<br>Principal |
| 6. | Horace Mann Academic Alter-<br>native Middle School,<br>3351 23rd St. | SFUSD - School<br>Principal |

Care & Shelter  
Response to  
Major Earthquake

Action \_\_\_\_\_ Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	Presidio Middle School, 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School 1215 Carolina St.	SFUSD - School Principal

NOTES: 1. Building operation by Facility Management Inc. (FMI)

2. Building operation by "FMI", food service to be determined.

- |  |   |
|--|---|
| o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities.             | SF Water Dept.  |
| o Provide temporary sanitary facilities.   | Dept. Public Works  |
| o Provide transportation for supplies required for shelter operations.   | MUNI Railway;<br>Salvation Army;<br>St. Vincent de Paul Society |
| o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition. | MUNI Railway  |

Care & Shelter  
Response to  
Major Earthquake

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide care outside the shelter for pets of the evacuees/relocatees.	Society for the Prevention of Cruelty to Animals (SPCA)
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Manager
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordinate with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, Inventory, and return logs and records to Red Cross Headquarters or as directed.	Shelter Manager(s)
o Prepare After Action Report of all activities.	Red Cross Disaster Director

## Appendix G-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required to be activated.	Red Cross
o Determine if the Mass Care facilities to be opened are functional and away from incident.	Red Cross Facility Mgr.
o Provide alternative communications where needed to Mass Care facilities, the Emergency Coordination Center, and other key facilities as required or directed.	Radio Amateur Civil Emergency Service (RACES)
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees.	Red Cross; Assigned Agency (see list below)

#### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School. 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center.	(see note 2.)
	Potrero Hill Middle School. 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School. 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco Golden Gate Ave. & Daker	University of San Francisco
6.	James Lick Middle School. 1220 Noe St.	SFUSD - School Principal
7.	George Washington High School. 600 32nd Ave.	SFUSD - School Principal

Care & Shelter  
Response to Hazardous  
Material Incident

Action ----- Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alternative High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA) 2110 Greenwich St.	SFUSD - Site Manager
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal



Care & Shelter  
Response to Hazardous  
Material Incident

Action ----- Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
6.	Horace Mann Academic Alterna- tive Middle School, 3351 23rd St.	SFUSD - School Principal
7.	Presidio Middle School, 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School, 1215 Carolina St.	SFUSD - School Principal

NOTES: 1. Building operation by FACility Management Inc. (FMI)

2. Building operation by "FMI", food service to be determined

- |  |  |
|--|--|
| o Coordinate supply of an adequate quantity of<br>potable water as required by Care and Shelter<br>Service facilities. | SF Water Dept.   |
| o Provide temporary sanitary facilities.   | Dept. Public<br>Works  |
| o Provide transportation for supplies required<br>for shelter operations.  | MUNI Railway;<br>Salvation Army;<br>St. Vincent de<br>Paul Society |
| o Monitor for contamination.   | Dept. Public<br>Health<br>SFFD                                     |

Care & Shelter  
Response to Hazardous  
Material Incident

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition.	MUNI Railway
o Provide care outside the shelter for pets of the evacuees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees	Shelter Mgr.
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordinate with all SF hospitals and the Coroner/ Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Shelter Mgrs.
o Prepare After Action Report of all activities.	Red Cross Disaster Director

# Appendix G-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO A RESERVOIR FAILURE

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required.	Red Cross
o Determine if the selected Mass Care facilities are out of the danger zone.	Red Cross
o Determine if the selected Mass Care facilities are functional.	Red Cross Facility Dir.
o Provide Alternative communications where needed to mass care facilities, the Emergency Coordination Center, and other key facilities as directed	Red Cross ra- dio System; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter, and feeding of evacuees.	Red Cross; Assigned Agen- cy (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School. 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center Howard bet. 3rd & 4th Sts.	(see note 2.)
	Potrero Hill Middle School. 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School. 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco. Golden Gate Ave. & Parker St.	University of San Francisco
6.	James Lick Middle School. 1220 Noe St.	SFUSD - School Principal

Care & Shelter  
Response to Reservoir  
Failure

Action \_\_\_\_\_ Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alter- native High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA), 2110 Greenwich St.	SFUSD - School Principal
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal

Care & Shelter  
Response to Reservoir  
Failure

Action ----- Assigned  
Responsibility

ALTERNATE MASS CARE FACILITY

<u>Fire Dist.</u>	<u>Shelter</u>	
6.	Horace Mann Academic Alternative Middle School, 3351 23rd St.	SFUSD - School Principal
7.	Presidio Middle School 450 30th Ave.	SFUSD - School Principapl
8.	A.P. Giannini Middle School 3151 Ortega St.	SFUSD - School
9.	Aptos Middle School 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School 1215 Carolina St.	SFUSD - School Principal

NOTES: 1. Building operation by Facility Management Inc. (FMI)

2. Building operation by "FMI", food service to be determined.

- o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities. SF Water Dept.
- o Provide temporary sanitation facilities. Dept. Public Works
- o Provide transportation to evacuate and re-locate any Mass Care Facility that becomes endangered by any hazardous condition. MUNI Railway

Care & Shelter  
Response to Reservoir  
Failure

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide transportation for supplies required for shelter operations.	MUNI Railway; Salvation Army; St. Vincent de Paul Society
o Provide care outside the shelter for pets of the evacuees/relocatees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Manager
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordination with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Shelter Managers
o Prepare After Action Report of all activities.	Red Cross Disaster Director



# Appendix G-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required to be activated.	Red Cross
o Determine if the Mass Care facilities to be activated are functional.	Red Cross Facility Dir.
o Provide alternative communications where needed to mass care facilities, the ECC, and other key facilities as directed.	Red Cross Radio System; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter, and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center, Howard St. bet. 3rd & 4th Sts.	(see note 2.)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School, 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco, Golden Gate Ave. & Parker St.	University of San Francisco
6.	James Lick Middle School, 1220 Noe St.	SFUSD - School Principal
7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal

Care & Shelter  
Response to a  
Conflagration

Action \_\_\_\_\_ Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Al- ternative High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA), 2110 Greenwich St.	SFUSD - Site Manager
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal

Action ----- Assigned  
Responsibility

ALTERNATE MASS CARE FACILITY

<u>Fire Dist.</u>	<u>Shelter</u>	
6.	Horace Mann Academic Alternative Middle School, 3351 23rd St.	SFUSD - School Principal
7.	Presidio Middle School, 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School, 1215 Carolina St.	SFUSD - School Principal

NOTE: 1. Building operation by Facility Management Inc. (FMI)

2. Building operation by "FMI", food service to be determined.

- |  |   |
|--|---|
| o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities.             | SF Water Dept.  |
| o Provide temporary sanitation facilities.   | Dept. Public Works  |
| o Provide transportation for supplies required for shelter operation.  | MUNI Railway;<br>Salvation Army<br>St. Vincent de<br>Paul Society |
| o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition. | MUNI Railway  |

Care & Shelter  
Response to a  
Conflagration

Action	Assigned Responsibility
o Provide care outside the shelter for pets of the evacuees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Mgr.
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordination with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Shelter Mgr.
o Prepare After Action Report of all activities.	Red Cross Disaster Dir.

## Appendix G-5

### EMERGENCY ACTION CHECKLIST RESPONSE TO TSUMANI INUNDATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required.	Red Cross
o Determine if the Mass Care Facilities to be opened are functional.	Red Cross Facility Dir.
o Provide alternative communications where needed to mass care facilities, the Emergency Coordination Center, and other key facilities as directed.	Red Cross radio system; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see Note 1.)
3.	Moscone Convention Center Howard St. bet. 3th & 4th Sts.	(see note 2.)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School, 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco, Golden Gate Ave. & Parker.	University of San Francisco
6.	James Lick Middle School, 1220 Noe St.	SFUSD - School Principal

Care & Shelter  
Response to Tsunami  
Inundation

Action ----- Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alter- native High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena (N & SA), 2110 Greenwich St.	SFUSD - School Principal
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal



Care & Shelter  
Response to Tsunami  
Inundation

Action \_\_\_\_\_ Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
6.	Horace Mann Academic Alternative Middle School. 3351 23rd St.	SFUSD - School Principal
7.	Presidio Middle School. 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School. 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School. 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School. 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School. 1215 Carolina St.	SFUSD - School Principal

NOTES: 1. Building operation by Facility Management Inc. (FMI).

2. Building operation "FMI", food service to be determined.

- |  |   |
|--|---|
| o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities.             | SF Water<br>Dept.   |
| o Provide temporary sanitary facilities.   | Dept. Public<br>Works   |
| o Provide transportation for supplies required for shelter operations.   | MUNI Railway;<br>Salvation Army<br>St. Vincent de<br>Paul Society |
| o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition. | MUNI Railway  |

Care & Shelter  
Response to Tsunami  
Inundation

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide care outside the shelter for pets of the evacuees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatess.	Shelter Manager
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordination with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Shelter Manager
o Prepare After Action Report of all activities.	Red Cross Disaster Director

# Appendix G-6

## EMERGENCY ACTION CHECKLIST RESPONSE TO A SEICHE INUNDATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required.	Red Cross
o Determine if the selected Mass Care Facilities to be opened are functional.	Red Cross Facility Dir.
o Provide alternative communications where needed to mass care facilities, the Emergency Coordination Center, and other key facilities as directed.	Red Cross radio system; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center, Howard St. bet. 3rd & 4th Sts.	(see note 2.)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School, 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco, Golden Gate Ave. & Parker.	University of San Francisco
6.	James Lick Middle School, 1220 Noe St.	SFUSD - School Principal
7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal

Care & Shelter  
Response to Seiche  
Inundation

Action \_\_\_\_\_ Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alter- native High School 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Staockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA), 2110 Greenwich St.	SFUSD - Site Manager
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal
6.	Horace Mann Academic Alterna- tive Middle School, 3351 23rd St.	SFUSD - School Principal

Care & Shelter  
Response to Seiche  
Inundation

Action \_\_\_\_\_ Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	Presidio Middle School, 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School, 1215 Carolina St.	SFUSD - School Principal

NOTES 1. Building operation by Facility Management Inc. (FMI).

2. Building operation by "FMI", food service to be determined.

- |  |  |
|--|--|
| o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities.             | SF Water Dept.   |
| o Provide temporary sanitary facilities.   | Dept. Public Works   |
| o Provide transportation for supplies required for shelter operations.   | MUNI Railway;<br>Salvation Army;<br>St. Vincent de<br>Paul Society |
| o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition. | MUNI Railway   |

Care & Shelter  
Response to Seiche  
Inundation

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide care outside the shelter for pets of the evacuees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Manager
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordination with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Red Cross Staff Shelter Mgr.
o Prepare After Action Report of all activities.	Red Cross Disaster Director



# Appendix G-7

## EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care facilities will be required if commercial facilities are not available.	Red Cross
o Determine if the selected Mass Care Facilities to be opened are available and functional.	Red Cross Facility Dir
o Provide alternative communications where needed to mass care facilities, the Emergency Coordination Center, and other key facilities as directed.	Red Cross radio system & RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD, School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center, Howard St. bet. 3rd & 4th Sts.	(see note 2)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD, School Principal
4.	Marina Middle School, 3500 Fillmore.	SFUSD, School Principal
5.	University of San Francisco, Golden Gate Ave.	University of S.F.
6.	James Lick Middle School, 1220 Noe St.	SFUSD, School Principal

Care & Shelter  
Response To  
Transportation Accident

Action ----- Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	George Washington High School. 600 32nd Ave.	SFUSD, School Principal
8.	Abraham Lincoln High School. 2162 24th Ave.	SFUSD, School Principal
9.	James Denman Middle School. 241 Oneida Ave.	SFUSD, School Principal
10.	Woodrow Wilson High School. 400 Mansel St.	SFUSD, School Principal
	Phillip Burton Academic Alter- native High School. 45 Conkling St.	SFUSD, School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School. 950 Clay St.	SFUSD, School Principal
2.	Everett Middle School. 450 Church St.	SFUSD, School Principal
3.	> NONE ASSIGNED <	
4.	Redding School. 1421 Pine St.	SFUSD, School Principal
	Yerba Buena Center (N & SA) 2110 Greenwich St.	SFUSD, School Principal
5.	Raoul Wallenberg Alternative High School. 40 Vega St.	SFUSD, School Principal

Care & Shelter  
Response To  
Transportation Accident

Action ----- Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
6.	Horace Mann Academic Alterna- tive Middle School, 3351 23rd St.	SFUSD, School Principal
7.	Presidio Middle School, 450 30th Ave.,	SFUSD, School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD, School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD, School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD, School Principal
	Starr King School, 1215 Carolina St.	SFUSD, School Principal

NOTES: 1. Building operation by Facility Management Inc. (FMI).

2. Building operation by "FMI", food service to be determined.

- o Coordinate supply of an adequate quantity of  
potable water as required by Care and Shelter  
Service facilities. SF Water Dept
- o Provide temporary sanitary facilities. Dept. Public  
Works
- o Provide transportation for supplies required  
for shelter operations. MUNI Railway;  
Salvation  
Army; St. Vin  
cent de Paul  
Society

Care & Shelter  
Response To  
Transportation Accident

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition.	MUNI Railway
o Provide care outside the shelter for pets of the evacuees/relocatees.	SPCA
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Mgr.
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordinate with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Red Cross Staff; Shelter Mgr.
o Prepare After Action Report of all activities.	Red Cross Disaster Director

# Appendix G-8

## EMERGENCY ACTION LIST RESPONSE TO CIVIL DISTURBANCE

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care Facilities might be required.	Red Cross
o Determine if the selected Mass Care Facilities to be opened are functional.	Red Cross; Facility Dir.
o Provide alternative communications where needed to mass care facilities, the Emergency Coordination Center, and other key facilities as directed.	Red Cross radio system; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall.	Salvation Army (see note 1.)
3.	Moscone Convention Center, Howard St bet. 3rd & 4th Sts.	(see note 2.)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School, 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco, Golden Gate Ave. & Parker,	University of San Francisco
6.	James Lick Middle School, 1220 Noe St.	SFUSD - School Principal
7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal

Care & Shelter  
Response To  
Civil Disturbance

Action \_\_\_\_\_ Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alter- native High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA) 2110 Greenwich St.	SFUSD - Site Manager
5.	Raoul Wallenberg Alternative High School, 40 Vega St.	SFUSD - School Principal
6.	Horace Mann Academic Alterna- tive Middle School, 3351 23rd St.	SFUSD - School Principal



Action ----- Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
7.	Presidio Middle School, 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School, 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School, 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School, 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School, 1215 Carolina St.	SFUSD - School Principal

NOTE: 1. Building operation by Facility Management Inc. (FMI).

2. Building operation by "FMI", food service to be determined.

- |  |   |
|--|---|
| o Coordinate supply of an adequate quantity of potable water as required by Care and Shelter Service facilities.             | SF Water Dept.  |
| o Provide temporary sanitary facilities.   | Dept. Public Works  |
| o Provide transportation for supplies required for shelter operations.   | MUNI Railway;<br>Salvation Army;<br>St. Vincent de Paul Society |
| o Provide transportation to evacuate and relocate any Mass Care Facility that becomes endangered by any hazardous condition. | MUNI Railway  |
| o Provide care outside the shelter for pets of the evacuees/relocatees.  | SPCA  |

Care & Shelter  
Response To  
Civil Disturbance

Action	Assigned Responsibility
o Obtain the necessary equipment, supplies and food necessary to operate all Mass Care Facilities.	Red Cross Staff
o Coordinate with and assist other agencies in providing other required essential services.	Red Cross Staff
o Shelter registration of evacuees/relocatees.	Shelter Mgr.
o Activate and coordinate a Registration and Inquiry System.	Red Cross Staff
o Coordinate with all SF hospitals and the Coroner/Medical Examiner to complete a consolidated fatality and casualty list.	Red Cross Staff
o As shelters are no longer required, phase out operation, inventory, and return logs and records to Red Cross Headquarters or as directed.	Red Cross Staff; Shelter Mgr.
o Prepare After Action Report of all activities.	Red Cross Disaster Dir.

# Appendix G-9

## EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

### DEPARTMENT, SOCIAL SERVICES

#### NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place staff on standby alert.	Gen. Mgr., DSS Dir. Admin. Svcs.
o Report status of preparedness of Department Social Services to Commander (Mayor).	Gen. Mgr., DSS
o If activated, send appropriate representative to City Emergency Coordination Center to co-ordinate emergency preparedness activities.	Gen. Mgr., DSS Dir. Admin. Svcs.
o Allocate personnel required to support City & Department's emergency preparedness operations.	Gen. Mgr., DSS Dir. Admin. Svcs.
o Suspend all non-emergency functions, if possible.	Gen. Mgr., DSS Dir. Admin. Svcs.
o Advise staff elements to start shut-down, if possible, of non-essential services and to make final preparations for maintaining essential services through emergency.	Gen. Mgr., DSS Dir. Admin. Svcs.
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Dir. Admin. Svcs. Ass't. Director Income Maint.
o Defer or curtail all non-essential services, cancel leaves & days off, recall all personnel on leave and start two shift operations, as directed.	Dir. Admin. Svcs. Ass't. Dir. Svcs.
o Develop a Remedial Movement Plan for relocating operations, as necessary, in event of fire threat following attack.	Dir. Admin. Svcs. Ass't. Dir. Svcs.
o Review and update Care and Shelter Annex.	Dir. Admin. Svcs.
o Update organization plan and the assignment of personnel.	Dir. Admin. Svcs.

DEPARTMENT, SOCIAL SERVICES - cont'd.

NUCLEAR ALERT - cont'd.

Action	Assigned Responsibility
o Make specific assignments to emergency duty stations, as might be required.	Dir. Admin Svcs.
o Institute refresher training of staff personnel to familiarize them with emergency plan, emergency assignments, weapons affects, hazards, shelter concepts.	Dir. Admin Svcs. Ass't. Dir Svcs.
o Initiate identification of vital records and documents that may have to be relocated to protected sites(s).	Dir. Admin Svcs. Ass't. Dir Svcs.
o Coordinate transfer of vital documents and records to protected relocation site(s).	Dir. Admin Svcs. Ass't. Dir Svcs.
o Coordinate action(s) to enhance radiation protection of designated critical facilities, as might be necessary, with Construction and Engineering Service (DPW).	Dir. Admin Svcs. Ass't. Dir Svcs.
o Ensure that obligation documents initiated during the emergency period are properly completed on the proper forms.	Dir. Admin Svcs. Ass't. Director Income Maint.
o Ensure that records are established and maintained for personnel time, purchases and vendor contracts, as needed and as they relate to the emergency.	Dir. Admin Svcs. Ass't. Dir Svcs.
o Coordinate return to normal work schedule if alert status is cancelled.	Dir. Admin Svcs.
o Ensure all department elements prepare and maintain a log of events of actions taken during emergency alert period, and are forwarded as directed.	Dir. Admin Svcs. Ass't. Dir Svcs.
o Coordinate with Office/Emergency Services for locations of fallout shelters; make public announcements of locations through Emergency Broadcast System (EBS).	Dir. Admin Svcs. Ass't. Dir Svcs.

DEPARTMENT, SOCIAL SERVICES - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Review warning procedures and use of City siren warning system.	Dir. Admin Svcs.
o Initiate communications and status checks with Department & Service elements on a regular basis or as directed.	Ass't. Dir. Svcs
o Prepare After-Action Report of emergency operations and submit to Departments/agencies as directed.	Dir. Admin. Svcs Ass't. Dir. Svcs
-- * ----- * ----- * ----- * ----- * ----- * ----- * ----- * ----- * --	

ATTACK

o If possible, report status of Departments capability to function to Commander (Mayor),	Gen. Mgr., DSS
o Disseminate attack warning to field elements, if possible, and as necessary.	Dir. Admin. Svcs
o If facilities become untenable because of fire threat, execute Remedial Relocation action.	Dir. Admin. Svcs
o Warn/advise field elements, if possible, if fallout is likely.	Dir. Admin Svcs. Ass't. Dir Svcs
o If advised that fallout is likely, provide radiation safety guidance.	Dir. Admin Svcs Ass't. Dir Svcs
o Initiate and coordinate actions required to begin restoration and/or re-establishing of Department facilities and operations.	Gen. Mgr., DSS Dir. Admin Svcs
o Schedule decontamination of facilities, as needed to support restoration activities.	Gen. Mgr., DSS Dir. Admin Svcs
o Coordinate decontamination activities with Construction & Engineering Service (DPW), as needed.	Dir. Admin Svcs Ass't. Dir Svcs



# Appendix G-9

## EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

### AMERICAN RED CROSS

#### NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Red Cross Staff on standby alert.	Exec. Dir., GG Chpt. ARC
o Report status or preparedness of Red Cross to Mayor, City and County of San Francisco.	Exec. Dir., GG Chpt. ARC Emerg. Svc Admin
o If activated, initiate liaison with City Emergency Coordination Center to coordinate preparedness activities.	Exec. Dir., GG Chpt. ARC Emerg. Svc Admin
o Allocate personnel required to support Red Cross and City emergency preparedness operations.	Exec. Dir., GG Chpt. ARC Emerg. Svc Admin
o Suspend all non-emergency functions if possible	Exec. Dir., GG Chpt. ARC
o Advise staff elements to start shut-down, if possible, of non-essential services and make final preparations for emergency.	Exec. Dir., GG Chpt. ARC
o Determine what normal activities & services can be deferred or curtailed to free manpower and funds for emergency preparations.	Exec. Dir., GG Chpt. ARC
o Defer or curtail all non-essential services; recall all personnel on leaves and prepare for two shift operations as directed.	Exec. Dir., GG Chpt. ARC
o Develop a Remedial Movement Plan for relocation of operations, as necessary, in event of fire threat following attack.	Exec. Dir., GG Chpt. ARC Emerg. Svc Admin
o Review and update Care & Shelter Operations Annex, as appropriate.	Emerg. Svc Admin
o Update organization plan and assignment of personnel and equipment.	Emerg. Svc Admin Exec. Dir GG, ARC



AMERICAN RED CROSS - cont'd.

NUCLEAR ALERT - cont'd.

Action	Assigned Responsibility
o Initiate liaison and coordinate with General Manager, Department of Social Services, City and County of San Francisco.	Emerg. Svc. Admin.
o Make specific assignments to emergency duty stations, as might be required.	Emerg. Svc. Admin. Exec. Dir. GGC, ARC
o Institute refresher training of staff personnel to familiarize them with emergency plan, emergency assignments, hazards, shelter concepts.	Emerg. Svc. Admin.
o Recruit and train additional volunteers to upgrade and support Red Cross capabilities.	Emerg. Svc. Admin.
o Initiate inventory of supplies as might be needed.	Emerg. Svc. Admin.
o Initiate identification of vital documents & records that may have to be relocated to protected site(s).	
o Coordinate transfer of vital documents & records to protected site(s).	
o Coordinate action(s) to enhance radiation protection of designated critical facilities.	
o Coordinate return to normal work schedule if alert status is cancelled.	
o Ensure all Red Cross elements prepare and maintain a log of events of actions taken during emergency alert period, and are forwarded as directed.	
o Review warning procedures and use of City siren warning system.	Emerg. Svc. Admin.

Care & Shelter  
Response To  
War Emergency

AMERICAN RED CROSS - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate communications and status checks with Red Cross elements, Department of Social Services, and Emergency Coordination Center, if activated, on a regular basis or as directed.	Emerg. Svc. Admin
o Prepare After-Action Report of emergency operations and submit to agencies as directed.	Emerg. Svc. Admin
--- * --- * --- * --- * --- * --- * --- * --- * ---	

ATTACK

- |  |  |
|--|--|
| o If possible, reprt status of Red Cross's capability to function to Mayor, City & County of San Francisco.      | Exec Dir, GGC,ARC                      |
| o If Red Cross facilities become untenable because of fire threat, execute Remedial Relocation action.           | Exec Dir, GGC,ARC<br>Emerg. Svc. Admin |
| o Warn or advise field units if fallout is likely.   | Emerg. Svc. Admin                      |
| o If advised that fallout is likely, provide radiation safety guidance.  | Emerg. Svc. Admin                      |
| o Initiate and coordinate actions required to begin restoration and/or re-establishment of Red Cross activities. |  |
| o Schedule decontamination of facilities as needed.  |  |
| o Coordinate decontamination activities with the City Emergency Coordination Center (ECC), as needed.            |  |

# Appendix G-10

## EMERGENCY ACTION CHECKLIST PEACETIME NUCLEAR/TECHNOLOGICAL INCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine which designated Mass Care Facilities might be required.	Red Cross
o Determine if the selected Mass Care Facilities to be opened are functional.	Red Cross; Facility Dir.
o Provide alternative communications, as might be determined as necessary, to support operations of mass care facilities.	Red Cross radio system; RACES
o Call-up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees/relocatees.	Red Cross; Assigned Agency (see list below)

### PRIMARY MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
1.	Francisco Middle School, 2190 Powell St.	SFUSD - School Principal
2.	Civic Auditorium and Brooks Hall	Salvation Army (see note 1.)
3.	Moscone Convention Center, Howard St. bet. 3rd & 4th Sts.	(see Note 2.)
	Potrero Hill Middle School, 655 DeHaro St.	SFUSD - School Principal
4.	Marina Middle School, 3500 Fillmore St.	SFUSD - School Principal
5.	University of San Francisco, Golden Gate Ave. & Parker.	University of San Francisco
6.	James Lick Middle School, 1220 Noe St.	SFUSD - School Principal

Care & Shelter  
Response To  
Peacetime/Technological  
Incident

Action ----- Assigned  
Responsibility

PRIMARY MASS CARE FACILITIES

Fire Dist.

Shelter

7.	George Washington High School, 600 32nd Ave.	SFUSD - School Principal
8.	Abraham Lincoln High School, 2162 24th Ave.	SFUSD - School Principal
9.	James Denman Middle School, 241 Oneida Ave.	SFUSD - School Principal
10.	Woodrow Wilson High School, 400 Mansel St.	SFUSD - School Principal
	Phillip Burton Academic Alter- native High School, 45 Conkling St.	SFUSD - School Principal

ALTERNATE MASS CARE FACILITIES

1.	Commodore Stockton School, 950 Clay St.	SFUSD - School Principal
2.	Everett Middle School, 450 Church St.	SFUSD - School Principal
3.	> NONE ASSIGNED <	
4.	Redding School, 1421 Pine St.	SFUSD - School Principal
	Yerba Buena Center (N & SA) 2110 Greenwich St.	SFUSD - Site Manager

Care & Shelter  
Response To  
Peacetime/Technological  
Incident

Action-----Assigned  
Responsibility

ALTERNATE MASS CARE FACILITIES

<u>Fire Dist.</u>	<u>Shelter</u>	
5.	Raoul Wallenberg Alternative high School. 40 Vega St.	SFUSD - School Principal
6.	Horace Mann Academic Alterna- tive Middle School. 3351 23rd St.	SFUSD - School Principal
7.	Presidio Middle School. 450 30th Ave.	SFUSD - School Principal
8.	A.P. Giannini Middle School. 3151 Ortega St.	SFUSD - School Principal
9.	Aptos Middle School. 105 Aptos Ave.	SFUSD - School Principal
10.	Paul Revere School. 555 Tompkins Ave.	SFUSD - School Principal
	Starr King School. 1215 Carolina St.	SFUSD - School Principal

NOTE 1. Building operation by Facility Management Inc. (FMI)  
2. Building operation by "FMI", food service to be determined.

- o Coordinate supply of an adequate quantity of  
potable water as required by Care and Shelter  
Service facilities. SF Water Dept.
- o Provide temporary sanitary facilities. Dept. Public  
Works
- o Provide transportation for supplies required  
for shelter operations. MUNI Railway;  
Salvation Army  
St. Vincent de  
Paul Society
- o Monitor for contamination. Dept. Public  
Health  
SFFD





Appendix  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

AMERICAN RED CROSS

<u>Action</u> -----	<u>Assigned Responsibility</u>
o Prepare call-up augmentation staff rosters as might be required.	Red Cross Disaster Director
o Alert staff members as might be required.	Red Cross Disaster Director
o Contact RACES point of contact and alert individual to situation.	Red Cross Disaster Director
o Coordinate with Office of Emergency Services.	Red Cross Disaster Director
o Establish liaison with key personnel, agencies, businesses, as might be required, after coordination with SF OES.	Red Cross Disaster Director
o Alert Salvation Army, University of San Francisco, Society of St. Vincent de Paul as might be required.	Red Cross Disaster Director
o Conduct staff briefings and/or review existing emergency plans and update as might be required.	Red Cross Disaster Director
o Review short-term mitigation measures at Red Cross Headquarters to ensure facility operation in event of earthquake occurrence.	Red Cross Disaster Director
o Test emergency generator and fuel status.	Red Cross Disaster Director
o If not already completed, prepare contact lists and response procedures.	Red Cross Disaster Director
o Prepare After Action Report of activities taken or accomplished during prediction/advisory period.	Red Cross Disaster Director

# Appendix G-11

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICATION/ADVISORY

### DEPARTMENT OF SOCIAL SERVICES

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Gen. Mgr., DSS
o Report status of preparedness to Mayor.	Gen. Mgr., DSS
o Initiate liaison and coordinate with Red Cross for review of Care & Shelter Service support requirement.	Gen. Mgr., DSS
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center (ECC), if activated, or to Red Cross as advised.	Gen. Mgr., DSS Dir Admin Svcs
o Inspect DSS facilities and initiate protective mitigation measures.	Dir Admin Svcs
o Ensure preparation and maintenance of log of events of actions taken during prediction/advisory period.	Dir Admin Svcs
o Establish a routine communications and reporting system with DSS elements, ECC and Red Cross.	Dir Admin Svcs Ass't Dir Svcs
o Conduct general site inspections to assure good storage and protective measures have been initiated and are being used.	Ass't Dir Svcs
o Develop plans and coordinate for damage assessment, in event of need, of facilities with Department of Public Works.	Ass't Dir Svcs
o Prepare After-Action Report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	Dir Admin Svcs





## EMERGENCY PLAN - ANNEX H MOVEMENT OPERATIONS

San Francisco Office of Emergency Services





Annex H  
MOVEMENT OPERATIONS

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	H-11 - Response to Earthquake Predication/ Advisory, .....	H67

## Annex H

### MOVEMENT OPERATIONS

#### H.1 Introduction

This annex provides policies and procedures for the evacuation, dispersal, or relocation of persons from threatened or hazardous areas to less threatened areas during natural disasters, technological incidents, and nuclear defense emergencies. It also describes the organization and responsibilities for conducting movement operations.

#### H.2 Objectives

The overall objectives of emergency movement operations are to:

- o Expedite the movement of persons from hazardous areas.
- o Control evacuation traffic.
- o Provide adequate means of transportation for disabled persons, the elderly, and persons without vehicles.
- o Institute access control measures to prevent unauthorized persons from entering vacated, or partially vacated, areas.
- o Provide for the procurement, allocation, and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.

#### H.3 Concept of Operations

##### H.3.1 General

Movement operations during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with the various types of emergencies are provided in **Appendix H, Hazard-Specific Responses**.

##### H.3.1.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

###### Normal Preparedness Phase

During this phase, site-specific movement plans will be developed for identified potentially hazardous areas. Data will be collected for use in directing movement operations, such as information about population, special facilities, transportation resources, and population requiring transportation assistance. For general movement purposes,

#### **H.3.1.1 Pre-Emergency Period**

##### **Normal Preparedness Phase - cont'd.**

it will be necessary to develop data for the Emergency Response Districts of the City.

##### **Increased Readiness Phase**

During this phase, orientation sessions will be held to brief appropriate officials regarding movement plans. To the extent possible, Traffic Control Posts (TCPs), assembly points, and movement routes will be reconfirmed. Emergency Public Information (EPI) material and transportation resource lists will be updated. Agreements with providers of transportation resources will be reviewed and reconfirmed.

#### **H.3.1.2 Emergency Period**

The Emergency Period is divided into three phases as follows:

##### **Pre-Impact Phase**

During this phase, movement operations will become the highest priority if a decision is made to evacuate a threatened area. The area to be evacuated will be determined based on pre-identified hazard areas or by estimates of the threatened area made at the time. Projections of the threatened area may change as conditions change, thus changing the evacuation strategy. For some hazards, uncertainty regarding the potential impact may require the evacuation of a larger area than is eventually affected by the hazard.

##### **Immediate Impact Phase**

Remedial movement may be required due to conditions created by the impact of the disaster agent or event. The affected area will be determined from reports by field units on actual hazard conditions. The selection of movement routes will require information on the condition of the road/street network. Movement operations may be hindered by the effects of the event and by other high priority demands for personnel and resources. Special procedures may be required to limit exposure if the area has been contaminated.

##### **Sustained Emergency Phase**

During this phase, emphasis will be placed on providing security and access control of the evacuated areas, and accomplishing additional remedial movement, as required.

### H.3.1.3 Post-Emergency Period (Recovery)

As soon as conditions permit, persons will be allowed to return to the evacuated areas. Traffic and access controls will be continued as required to ensure the orderly and safe return of evacuees.

### H.3.2 Peacetime Emergencies

#### Site-Specific Evacuation Plans

Site-specific evacuation plans for certain known hazards have been developed for affected Emergency Response Districts and are included in appendices. These attachments describe the potential impact area(s) for known hazards. Plans should be developed for other known hazards and describe potential impact areas, number of affected people, and any special facilities. They should include pre-planned traffic & access control points, evacuation routes, warning assignments, transportation requirements, evacuation assembly points, & predesignated Mass Care Facility locations. These plans will be used as guides for identifying the threatened areas and evacuating the affected population.

If a decision is made to evacuate, the public will be warned by designated mobile units, local radio and TV, and other pre-planned means. Law enforcement and traffic control personnel will be dispatched to designated traffic and access control points. Transportation providers will be contacted to dispatch vehicles to designated evacuation assembly points. Predesignated Mass Care Facilities will be activated by the Red Cross.

#### General Evacuation Procedures

An event may occur that requires an evacuation not covered by a site-specific evacuation plan. For such an event, it will be necessary to determine the area to be evacuated and the number of persons involved, based on information obtained at the time of the incident. The best available means will be used to warn and instruct the public. Evacuations involving only a small number of people can generally be handled without elaborate measures by on-scene public safety personnel. Evacuations involving a larger number of people will require the determination and establishment of traffic and access control points, evacuation routes, and evacuation assembly points. Mass Care Facilities will be selected from available facilities listed in **Annex G, Care & Shelter** considering number of people affected, safety of evacuation routes, and distance from the hazard area.

If the area to be evacuated is large, it may be necessary to divide it into subareas in order to expedite and prioritize movement. Persons closest to the hazard would generally be warned and evacuated first. The evacuation area would be expanded until all of the threatened population is evacuated.



### H.3.3 National Defense Emergencies

During an international situation which poses a threat of nuclear war, transportation and traffic control agencies will review and update plans, assure that equipment is maintained in a state of readiness and alert personnel. Transportation resource requirements and their availabilities will be determined and arrangements made for their use.

It is expected that the City and state agencies will be alerted prior to a public announcement. All agencies responsible for implementing the plan will recall off-duty personnel, mobilize reserves and auxiliaries, and assign emergency missions.

If an attack warning is received at any time during the crisis, local traffic control personnel will assist in directing people to available fallout shelters. When the general population has completed movement to shelter or if an attack occurs, all transportation and traffic control personnel will take shelter. When the post-attack situation has been evaluated and conditions permit, transportation assistance will be provided for remedial movement of people to better shelter or to less contaminated areas.

### H.4 Organization and Responsibilities

#### H.4.1 City & County of San Francisco

The City Movement Coordinator (General Manager, Municipal Railway), who is a member of the Emergency Management Staff, will be responsible for coordinating the movement of persons from hazardous or threatened areas to lower risk reception areas. The Movement Coordinator will be assisted by the San Francisco Police Department.

Movement operations will be conducted by the San Francisco Police Department, San Francisco Municipal Railway, and private transportation providers. Procurement, regulation, and allocation of resources will be accomplished by the City Movement Coordinator.

The size of the City Movement Organization to be activated and the location from which movement operations will be directed will be based on the size and complexity of the evacuation effort. Organizations locally available to support movement operations are denoted in Enclosure H-1, Supporting Organizations and Responsibilities.

Evacuations dealing with site-specific hazards may be conducted as a part of any established single or multiple Incident Emergency Management Organization. Larger, area wide evacuations will be directed from the City Emergency Coordination Center (ECC) or from a 24 hour dispatch facility.



#### H.4.2 Operational Area (City & County of San Francisco)

The General Manager, San Francisco Municipal Railway or a designee, will function as the Operational Area Movement Coordinator. In large-scale evacuation operations, the Chief, San Francisco Police Department is responsible for city-wide traffic control operations and will be assisted, as necessary, by the California Highway Patrol. The Operational Area Movement Coordinator will be responsible for coordinating transportation resources and operations on a city-wide basis. These individuals will function as the Operational Area Movement Operations Group. Requests for support, and other relevant information, will be submitted to the State OES Mutual Aid Region 2 Movement Operations Group.

#### H.4.3 Mutual Aid Region 2

A designated member of the CHP will function as the State Office of Emergency Services (OES) Mutual Aid Region 2 Movement Coordinator and will coordinate traffic control operations on a region-wide basis. The Region 2 Movement Coordinator will be assisted by a representative of the State Department of Transportation (Caltrans) who will function as the Mutual Aid Region 2 Transportation Coordinator. These Coordinators will constitute the Mutual Aid Region 2 Movement Operations Group. They, in turn, will refer requests for assistance from, and other relevant information, to the State Movement Operations Group.

#### H.4.4 State

The coordination and support of movement operations on a state-wide basis will be accomplished by the State Movement Operations Group. This Group will be chaired by the Director (or a designated representative) of State OES and will include a Traffic Control Coordinator (CHP representative) and Transportation Coordinator (Caltrans representative). State agencies which may be involved in a major evacuation effort are as follows:

##### California Highway Patrol (CHP)

Assists in moving vehicles and pedestrians from hazard areas; assists local law enforcement agency in establishing evacuation routes and traffic control procedures; controls traffic on state freeways and highways; and assists in preventing traffic from re-entering hazard areas.

##### Military Department

Assists in the evacuation of threatened areas and assists local enforcement agency in operations such as control of access to restricted or evacuated areas.

#### H.4.4 State - cont'd.

##### Department of Transportation (Caltrans)

Assists CHP in traffic control.

##### Department of General Services

Fleet Administration Division provides ground transportation to state emergency response personnel assisting in evacuation. The California State Police will assist local law enforcement personnel as requested.

##### Public Utilities Commission

Provides listings of commercial and private transportation vehicles that could be used for evacuation.

#### H.4.5 Federal

##### Department of Transportation

Supports and assists Federal, State, local and voluntary agencies in disaster relief transportation requirements.

##### Federal Aviation Administration

Uses air traffic control and aeronautical communications systems, as well as the services of technical operating and maintenance personnel, for the communication of essential information, the coordination of emergency search and rescue operations, or such other assistance as may be required.

##### Interstate Commerce Commission

Coordinate the location and scheduling of common carriers authorized and equipped to provide emergency transportation into and within disaster areas.

#### H.5 Policies and Procedures

##### H.5.1 Warning the Public and Providing Movement Instructions

Once the decision to evacuate is made, the public will be alerted and given evacuation instructions by various means, including school alert/monitor receivers, AM/FM radio announcements, TV announcements, sirens, mobile loud speakers, hailers, and personal contact. Whenever feasible, mobile units

#### H.5.1 Warning the Public and Providing Movement Instructions - cont'd.

will be dispatched to the areas to be evacuated to warn the public. Special facilities will be given warning by telephone, radio, or by direct contact by a mobile warning unit.

If an event has not occurred, but is imminent, warning and public information operations will take place under extreme time pressure. General and site-specific warning messages and EPI material prepared during the Pre-Emergency Period will be used to the extent possible to accelerate these operations. Movement information provided to the public will include the following:

- o Why they must evacuate.
- o Routes to take, including conditions of roads, bridges, and freeway overpasses.
- o What to do if vehicle breaks down.
- o The locations of assembly points for those without access to automobiles.
- o Where to go for Mass Care until the emergency situation has passed.

Close coordination must be established with the news media to assist in providing timely evacuation announcements to the public.

#### H.5.2 Identifying the Area and Population to be Evacuated

Site-specific plans that identify areas at risk for the known hazards which could threaten San Francisco provide guidance for making decisions about the area to be evacuated. For areas not covered by specific plans, expert opinion and data gathered at the time of the threat will determine the hazard area. Emergency Response District data gathered during the Pre-Emergency Period will provide information on known hazards and the number of persons to be evacuated. Throughout the Emergency Period, it will be necessary to continuously reevaluate the size and location of the danger area and, if necessary, advise the evacuation of additional areas.

#### H.5.3 Identifying Evacuation Routes

The Movement Coordinator, in coordination with the San Francisco Police Department, will select the best routes from the endangered area to Mass Care Facilities, considering the size of the population to be moved, road/street capacity and the roads/streets which could become impassable if the hazard event occurred. Evacuation routes relating to site-specific plans are contained in Appendices H-3, H-4 and H-5.

### H.5.3 Identifying Evacuation Routes - cont'd.

For areas not covered by site-specific plans, the best evacuation routes will be selected at the time of the hazard event. As the emergency situation progresses, the Movement Coordinator will request regular updates from the San Francisco Police Department and other field personnel on the condition of the road/street network and will adjust the selection of evacuation routes accordingly. Changes in evacuation routes will be communicated to traffic control personnel, transportation resource coordinators, access control personnel, Mass Care Facility Directors (Red Cross), and Public Information Officers.

### H.5.4 Evacuating Special Facilities

Facilities which are expected to require special plans and resources to carry out evacuations include hospitals, jails, institutions for the handicapped or disabled, and nursing homes. All facilities of this type within the area to be evacuated will be warned of the emergency situation. Site-specific plans will identify the names, addresses, phone numbers, and contact persons for all of these facilities located in predetermined hazard areas.

Some of the special facilities may have their own evacuation plans which include provisions for procuring necessary transportation resources. Facilities without transportation resources will be advised to request assistance from the City Transportation Coordinator.

### H.5.5 Providing Transportation Assistance

Some people will not have access to a motor vehicle, including households without motor vehicles, persons who commute to work by public transit, or persons who are left at home without an automobile while others are away. Some people with disabilities, infirmities, or illnesses may require special transportation assistance. The number of persons requiring transportation assistance will vary from district to district and by time of day and day of week. Buses, vans, ambulances, and other transport vehicles will be requested from transportation providers. Initial requests will be based on estimates of the number of persons requiring assistance. Transportation resources will be dispatched to public assembly points, special facilities, or to designated pickup routes. The public will be told where to go to obtain transportation. A telephone number will be provided for persons who require special assistance.

Evacuation assembly points, where persons requiring transportation will go to be picked up, will be selected with consideration given to walking distance, accessibility for buses and safety of evacuees. The assembly points will generally be schools, public buildings, or other readily identifiable points.

#### H.5.6 Controlling Traffic

Traffic controls will be established at key intersections and at access points to major evacuation routes as needed to expedite the flow of traffic on routes outside the hazard area to minimize conflicts with evacuation traffic.

For areas covered by site-specific plans, predesignated Traffic Control Points (TCPs), that may have been established, will be used, with adjustments being made during the emergency as necessary. For other areas, TCPs will be selected at the time of the emergency, considering the amount of evacuation traffic expected and the configuration of the road/street network. Communications will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls, and to implement any changes in evacuation strategy that may be required.

For a very large-scale evacuation, a highly complex and organized traffic control plan and procedure would have to be developed and used.

#### H.5.7 Controlling Access to Hazard Area

As an area is being evacuated, access controls must be established. Controlling re-entry both protects the public from exposure and injuries and protects unattended property within the vacated area.

Security of the vacated area will be obtained by establishing manned Access Control Posts and barricades at key locations around the perimeter. Any unmanned barricades will be patrolled periodically. Special entry passes will be issued at the manned control posts in accordance with established policies. Policies and procedures for access control are provided in Annex C, Enclosure 2 - LAW ENFORCEMENT AND TRAFFIC CONTROL OPERATIONS.





## Enclosure H-1

### SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

#### I. General

The authority for this Enclosure is the San Francisco Emergency Operations Plan, Mutual Aid Agreements and Letters of Understanding that are or will be developed by and between the San Francisco Municipal Railway, San Francisco Police Department, appropriate City departments and agencies, and organizations within the private sector that can support the activities required of the City Movement Coordinator.

Movement operations are under the direction and/or oversight of the General Manager, San Francisco Municipal Railway (MUNI RR). In event of disaster, the MUNI RR becomes the overall coordinator for movement activities - public & private and movement of supplies - for the City and County of San Francisco.

However, extraordinary events, situations, incidents and prioritization will occur which will require departments/agencies and the private sector to provide equipment, services, manpower and expertise which is not part of normal day-to-day operations of the MUNI RR. Under these situations, elements outside the organizational structure of the MUNI RR will have to be integrated into its emergency response structure/organization.

This type support is addressed under this Annex and is categorized as Movement Operations.

#### II. Supporting Organizations

##### City and County of San Francisco

- o Department of Public Works
- o School District
- o Port
- o Airport
- o Purchaser

##### Public Sector

- o CALTRANS
- o Golden Gate Transit
  - Bus
  - Ferry
- o AC Transit
- o SAMTRANS

## II. Supporting Organizations - cont'd.

### Private Sector

- |                     |                             |
|---------------------|-----------------------------|
| o Red & White Fleet | o Franciscan                |
| o Laidlaw           | o UPS                       |
| o Gray Line         | o Federal Express           |
| o Greyhound         | o California Trucking Assn. |
| o Trailways         |                             |

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### ORGANIZATIONAL STRUCTURE

#### San Francisco Municipal Railway (MUNI)

##### Central Control

##### Route Availability

- \* Field Units
- \* Revenue Veh.
- \* ECC
- \* SFPD

##### People Movement

###### Public

- \* Woods Div.
- \* Army Div.
- \* Kirkland Div.
- \* Golden Gate Transit  
Bus  
Ferry
- \* AC Transit
- \* SAMTRANS

###### Private

- \* Laidlaw
- \* Gray Line
- \* Greyhound
- \* Franciscan
- \* Trailways
- \* Red & White Fleet

##### Materials Movement

###### Public

- \* Muni
- \* DPW
- \* SFUSD
- \* CALTRANS
- \* National  
Guard

###### Private

- \* UPS
- \* Federal  
Express
- \* California  
Trucking  
Assn.

## Appendix H

### MOVEMENT OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- H-1 Response to a Major Earthquake.
- H-2 Response to Hazardous Material Incident.
- H-3 Response to a Reservoir Failure.
- H-4 Response to a Conflagration.
- H-5 Response to a Tsunami Inundation.
- H-6 Response to a Seiche Inundation.
- H-7 Response to a Transportation Accident.
- H-8 Response to Civil Disturbance.
- H-9 Response to War Emergency.
- H-10 Response to Peacetime/Technological Incident.
- H-11 Response to Earthquake Prediction/Advisory.



## Appendix H-1

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Action	Assigned Responsibility
<u>IF EVACUATION IS DIRECTED</u>	
o Determine what area(s) will require evacuation.	Gen. Mgr., MUNI; SFFD; SFPD
o In coordination with police and public works, determine status of possible evacuation routes; identify alternate routes where necessary.	Gen. Mgr., MUNI; Gen. Supt., Rail
o In coordination with police and fire, establish evacuation assembly points, as feasible.	Gen. Mgr., MUNI Gen. Supt., MUNI
o Notify radio and TV stations to broadcast evacuation instructions. [ Coordinate through the City Public Information Officer (PIO). ]	Gen. Mgr., MUNI
o Coordinate with police the requirement for security patrols and access control procedures for evacuated areas.	Gen. Mgr., MUNI PUC Security Chief
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency movement operations.	Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Gen. Mgr., MUNI
o In coordination with police and fire estimate the number of people in the evacuation area.	Field Ops. Manager
o Determine, in coordination with police and fire, the number of people who are in special facilities who will require special resources.	Field Ops. Manager

Movement Operations  
Response to a Major  
Earthquake

Action	Assigned Responsibility
o Dispatch transportation to special facilities and to the disabled, elderly and other requiring assistance.	- Gen. Supt., Rail - Deputy Gen. Mgr Transportation
o Place tow trucks on standby to assist disabled vehicles on evacuation routes (Coordinate with police).	- Deputy Gen. Mgr Equip. Maint.; - Cent. Ctrl. Mgr.
o Monitor status of warning and evacuation processes.	- Deputy Gen. Mgr Transportation; - Cent. Ctrl. Mgr.
o In coordination with police, establish traffic control points.	- Street Opns. Manager
o Coordinate with police, crowd control at assembly points.	- Field Opns. Manager
o Coordinate with the Resources and Support Section for transportation support.	- Mgr. of Admin.; - Deputy Gen. Mgr Engr. & Facil. Maintenance; - Gen. Supt., Surface
o Coordinate with Red Cross as to the locations of mass care facilities to be opened.	- Gen. Supt., Rail
o In coordination with police and fire request dispatch of units to alert people in areas to be evacuated.	- Cent. Ctrl. Mgr.
o Dispatch buses to designated assembly points.	- Cent. Ctrl. Mgr - Gen. Supt., Surface
o Monitor traffic flow on evacuation routes in coordination with police.	- Field Opns. Mgr - Cent. Ctrl. Mgr

If reservoir failure is imminent or occurring, implement actions from Reservoir Failure Checklist Appendix H-3, as feasible.



## Appendix H-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

<u>Action</u> -----	<u>Assigned Responsibility</u>
<u>IF EVACUATION IS DIRECTED:</u>	
o Coordinate with Fire Department and Department of Public Health, Environmental Health Section to determine that area that will require evacuation.	- Gen. Mgr.,MUNI - Gen. Supt.Rail
o Coordinate with Police Department to identify major evacuation routes and establish traffic control points.	- Gen. Mgr.,MUNI - Gen. Supt.Rail
o In coordination with police, fire and public health establish evacuation assembly points.	- Gen. Mgr.,MUNI - Deputy Gen.Mgr Transportation
o Coordinate with police and fire to dispatch units to alert threatened area for evacuation.	- Gen. Mgr.,MUNI - Gen. Supt.Rail - Deputy Gen.Mgr Transportation - Cent.Ctrl. Mgr
o Coordinate with police the requirement for Traffic Control Service security patrols and access control procedures for evacuated areas.	- Gen. Mgr.,MUNI - PUC Security Chief
o Notify radio and TV stations to broadcast locations of asssembly points. [Coordinate with City Public Information Officer (PIO).]	- Gen. Mgr.,MUNI
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency movement operations.	- Gen. Mgr.,MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr.,MUNI
o Coordinate with the Resource and Support Service for transportation support.	- Mgr. of Admin.

Movement Operations  
Response to Hazardous  
Material Incident

<u>Action</u>	<u>Assigned Responsibility</u>
o Monitor status of warning and evacuation processes.	- Deputy Gen. Mgr. Transportation - Cent. Ctrl. Mgr.
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Gen. Supt., Rail - Deputy Gen. Mgr. Transportation - Gen. Mgr. Surface
o Place tow trucks on standby to assist disabled vehicles on evacuation routes. [Coordinate with police.]	- Gen. Supt., Rail - Deputy Gen. Mgr., Equip. Maint.
o Coordinate with Red Cross as to the locations of mass care facilities to be opened.	- Gen. Supt., Rail
o In coordination with police and fire estimate the number of people in the evacuation area.	- Field Opns. Mgr.
o In coordination with police and fire estimate number of persons needing transportation assistance.	- Field Opns. Mgr.
o Coordinate crowd control at assembly points with police.	- Field Opns. Mgr.
o Monitor traffic flow on evacuation routes in coordination with police.	- Field Opns. Mgr. - Cent. Ctrl. Mgr.
o Dispatch buses to designated assembly points.	- Cent. Ctrl. Mgr.

### Appendix H-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

Action	Assigned Responsibility
<u>FAILURE THREATENED</u>	
o Coordinate with police and fire to dispatch units to alert threatened area for evacuation.	- Gen. Mgr., MUNI - Gen. Supt. Rail
o Notify radio and TV stations to broadcast locations of assembly points. [Coordinate with the City Public Information Officer (PIO)].	- Gen. Mgr., MUNI
o Coordinate with Red Cross as to the locations of mass care facilities to be opened.	- Gen. Mgr., MUNI
o Coordinate with police for security patrols and access control procedures for evacuated area(s).	- Gen. Mgr., MUNI - PUC Security Chief
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency movement operations.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Coordinate evacuation of threatened area [see ATTACHMENT H-3-A, MOVEMENT ROUTES.]	- Deputy Gen. Mgr., Transportation - Field Opns. Mgr.
o Place tow trucks on standby to assist disabled vehicles on evacuation routes. [Coordinate with police]	- Deputy Gen. Mgr., Equip. Maint.
o Coordinate with the Resources and Support Service for transportation support.	- Mgr. of Admin. - Deputy Gen. Mgr., Equip. Maint. - Deputy Gen. Mgr., Engr. & Facil. Maint.

Movement Operations  
Response to Reservoir  
Failure

<u>Action</u>	<u>Assigned Responsibility</u>
o Monitor status of warning and evacuation processes.	- Deputy Gen.Mgr Transportation - Gen. Supt., Surface - Cent. Ctrl.Mgr
o Dispatch transportation to special facilities and to disabled, elderly, and others requiring assistance.	- Gen. Supt.Rail
o Coordinate crowd control at assembly points with police.	- Field Opns.Mgr
o Monitor traffic flow on evacuation routes in coordination with police.	- Field Opns.Mgr - Cent. Ctrl.Mgr
o Dispatch buses to designated assembly points.	- Cent. Ctrl.Mgr
--- * ----- * ----- * ----- * ----- * ----- * ----- * ----- * ---	

FAILURE / INUNDATION OCCURS

o Coordinate with Incident Commander(s) movement of search and rescue teams, as required.	- Gen. Supt.Rail
o Coordinate with police and fire to direct mobile units to warn public to move out of the area(s) immediately. Continue warning as long as safety permits.	- Gen. Supt.Rail - Field Opns.Mgr & Supervisors
o Continue evacuation actions as feasible. [Also see <u>Failure Threatened Checklist</u> ]	- Field Opns Mgr
o Coordinate with the Resources and Support Service for transportation support.	- Mgr. of Admin. - Deputy Gen.Mgr Equip. Maint. - Deputy Gen.Mgr Engr. & Facil. Maintenance
o Notify all units in and near inundation area of water arrival time.	- Cent.Ctrl.Mgr



LOMBARD ST. RESERVOIR

LEGEND

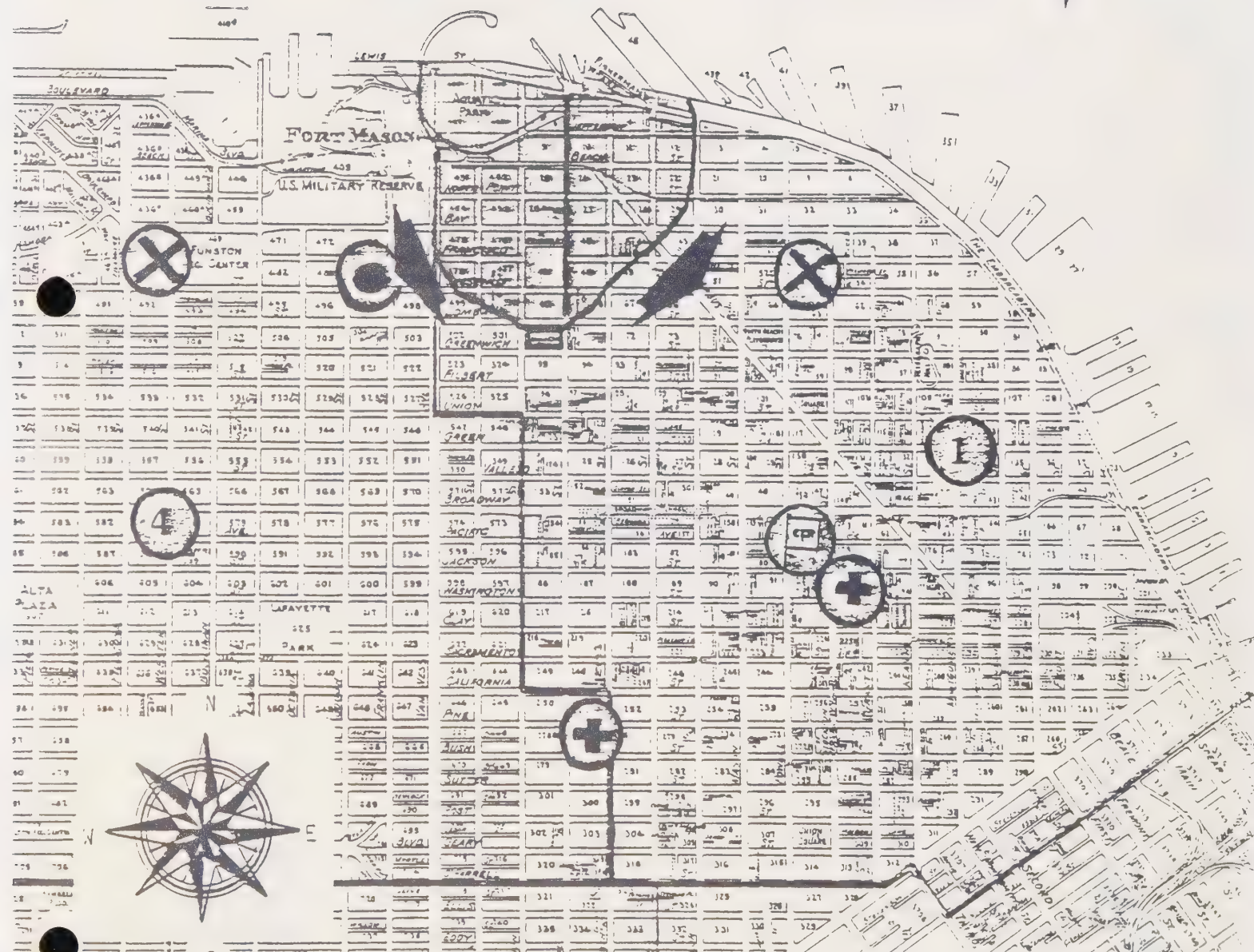
Command Post

Casualty Care Fac

Mass Care Facility

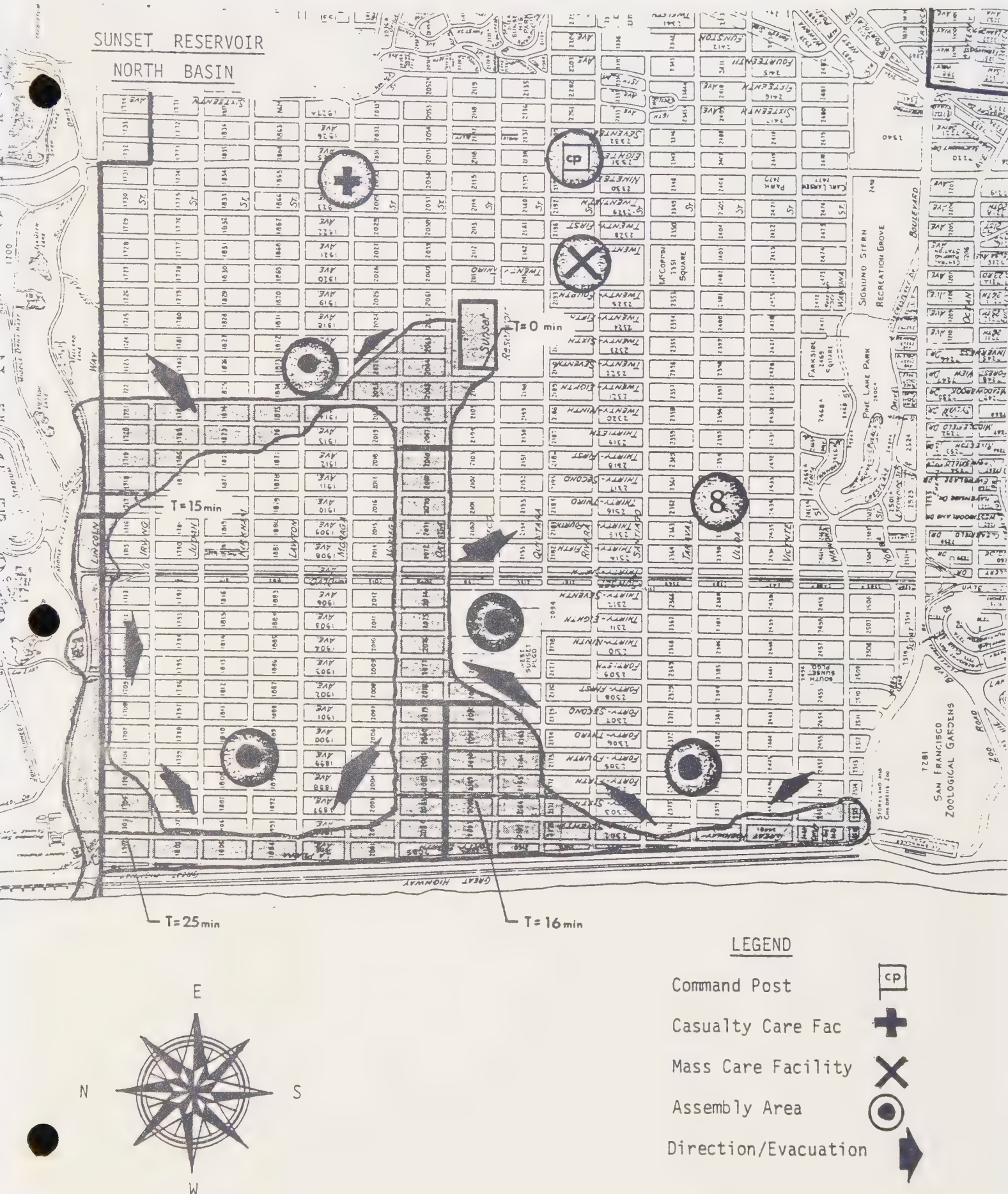
Assembly Area

Direction/Evacuation



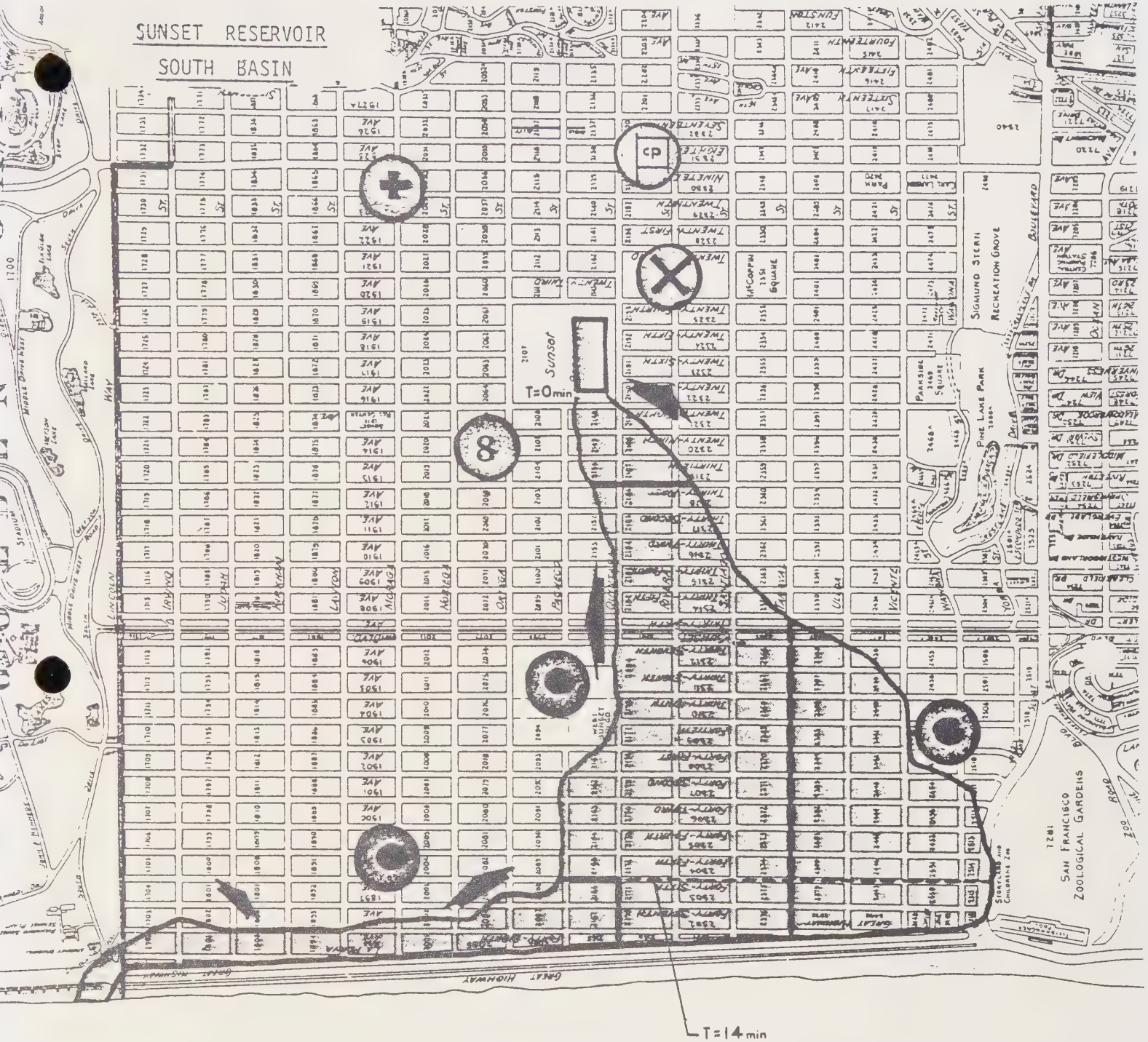












LEGEND

Command Post



Casualty Care Fac



Mass Care Facility



Assembly Area

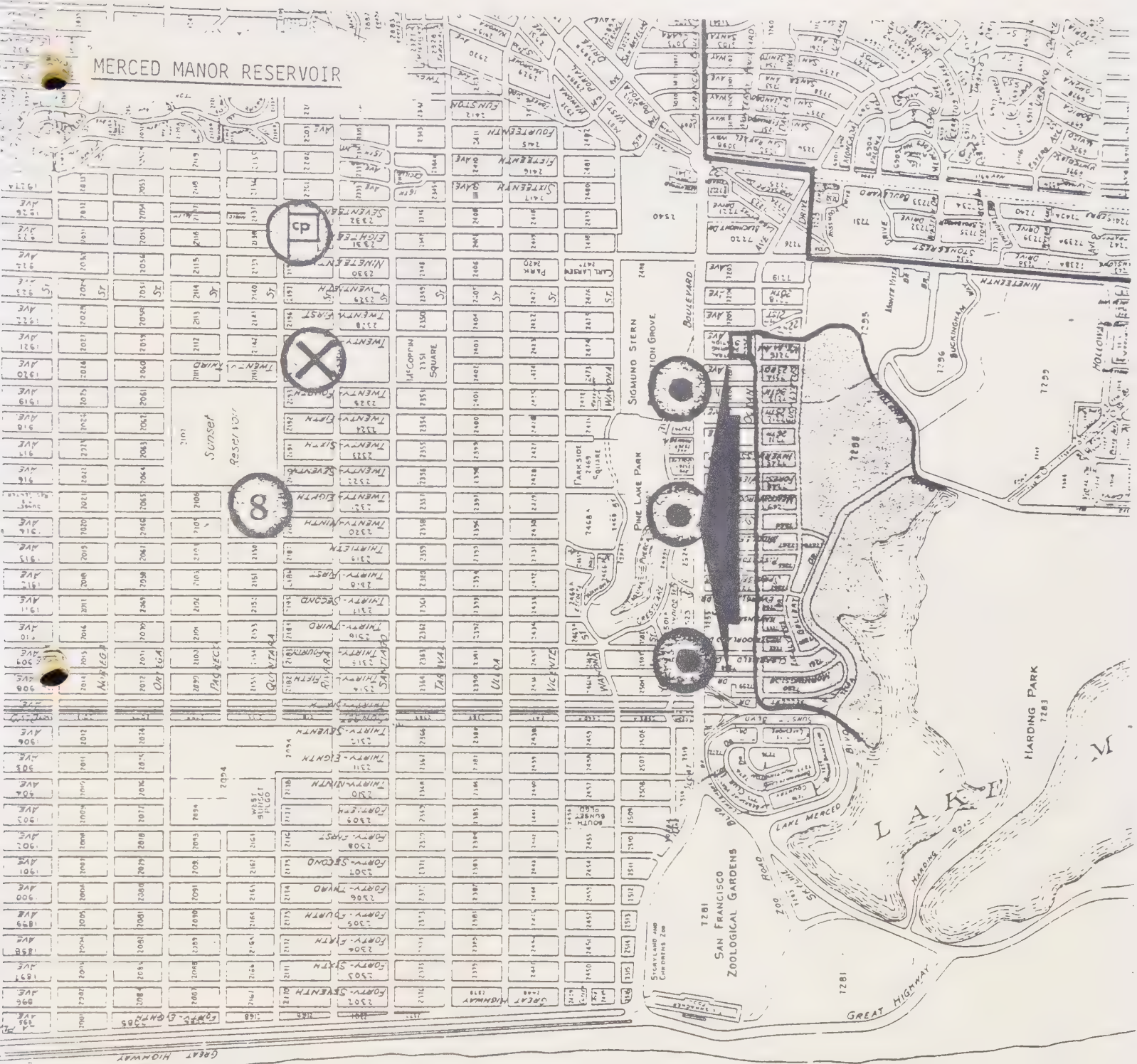


Direction/Evacuation









LEGEND

Command Post



Casualty Care Fac

See Pg. B-3

Mass Care Facility



Assembly Area



Direction/Evacuation















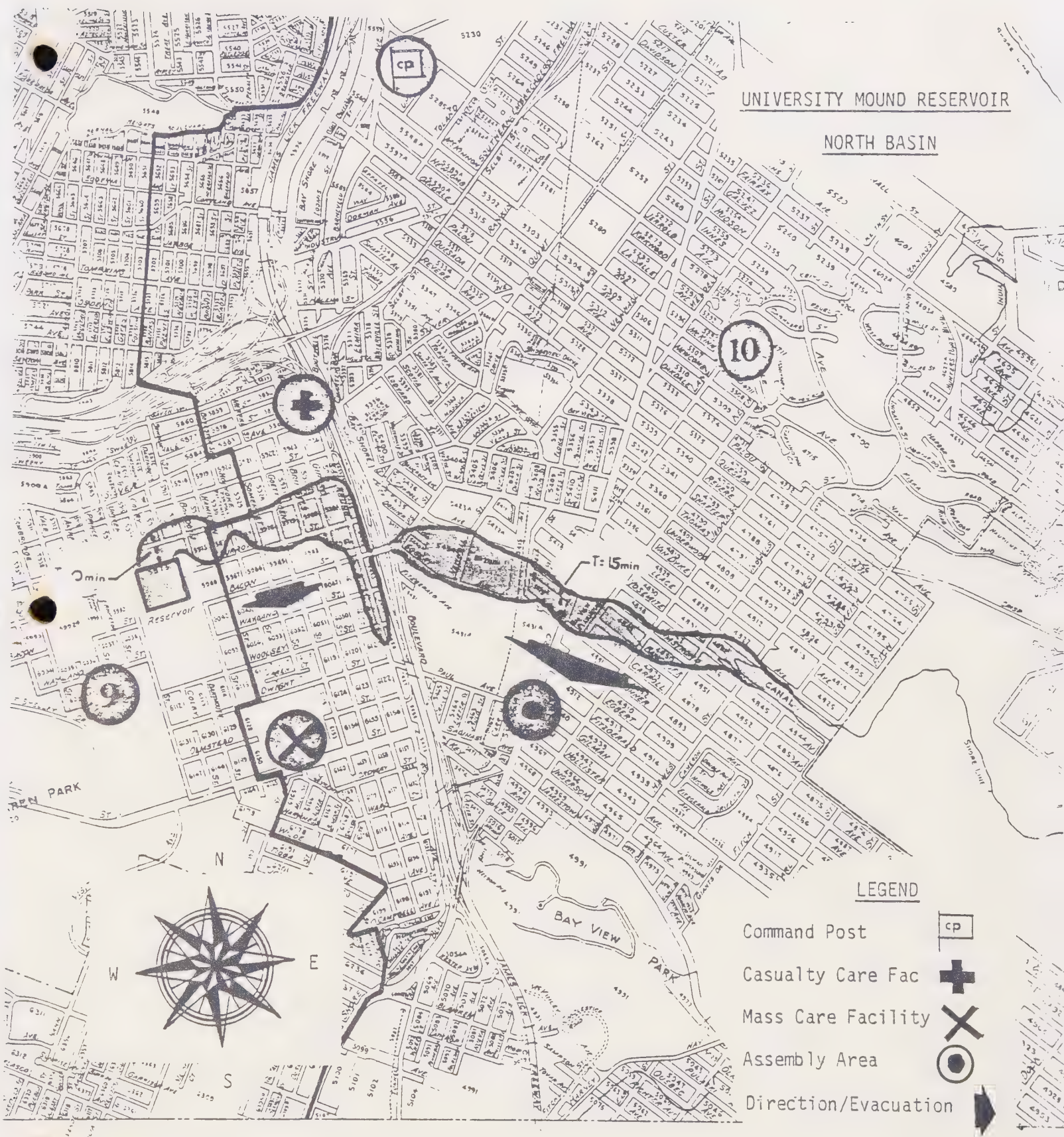




























# Appendix H-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

Action	Assigned Responsibility
o Coordinate with police and fire to dispatch units to alert threatened area for evacuation.	- Gen. Mgr., MUNI - Gen. Supt. Rail
o In coordination with police and fire establish evacuation assembly points.	- Gen. Mgr., MUNI - Gen. Mgr., Rail
o Coordinate with Red Cross as to the locations of mass care facilities to be opened.	- Gen. Mgr., MUNI
o Notify radio and TV stations to broadcast locations of assembly area. [Coordinate with the City Public Information Officer (PIO).]	- Gen. Mgr., MUNI
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency movement operations.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Coordinate with the fire service to determine expected arrival time of fire at or near the designated assembly point(s).	- Deputy Gen. Mgr, Transportation - Cent. Ctrl. Mgr.
o Coordinate with the Resources and Support Service for transportation support.	- Deputy Gen. Mgr Equip. Maint. - Deputy Gen. Mgr Engr. & Facil. Maint.
o Coordinate with response departments for the movement of equipment, as might be required.	- Deputy Gen. Mgr Engr. & Facil. Maint.
o Place tow trucks on standby to assist disabled vehicles on evacuation routes.	- Deputy Gen. Mgr Equip. Maint.
o Monitor status of warning and evacuation processes.	- Deputy Gen. Mgr Transportation - Gen. Supt., Surface

Movement Operations  
Response to a  
Conflagration

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with response department in the movement of personnel as required.	- Gen. Supt,Rail
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Gen. Supt,Rail
o Coordinate movement of search and rescue teams as required.	- Gen. Supt,Rail
o Coordinate with Fire Service to direct mobile units to warn public to evacuate the area immediately.	- Field Opns.Mgr
o Continue evacuation actions as feasible, as long as safety permits.	- Field Opns.Mgr
o Coordinate crowd control at assembly points with Police Department.	- Field Opns.Mgr
o Monitor traffic flow on evacuation routes, in coordination with Police Department.	- Field Opns.Mgr - Cent. Ctrl.Mgr
o Coordinate evacuation of threatened area.	- Cent. Ctrl.Mgr - Gen. Supt., Surface
o Dispatch buses to designated assembly points.	- Cent. Ctrl.Mgr
o Notify all units near the conflagration area of expected arrival time of the fire.	- Cent. Ctrl.Mgr - Field Opns.Mgr







CHINATOWN







## Appendix H-5

### EMERGENCY ACTION CHECKLIST RESPONSE TO A TSUNAMI INUNDATION






#### WARNING

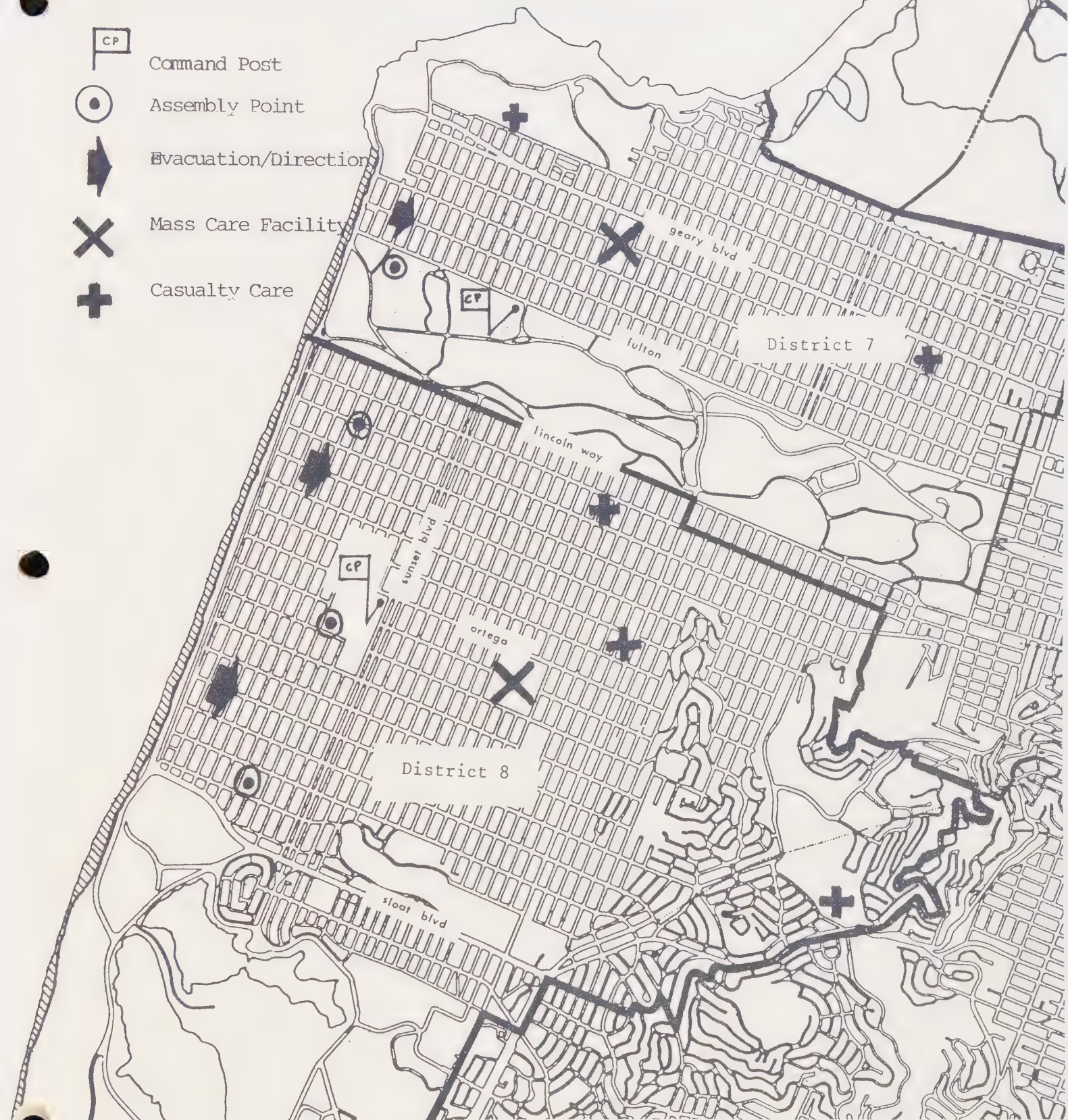
Action	Assigned Responsibility
o Coordinate with Office of Emergency Services and Police Department to determine if evacuation of potential hazards area(s) is being considered.	- Gen. Mgr., MUNI
o Establish liaison with the Office of Emergency Services.	- Gen. Mgr., MUNI
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency period.	- Gen. Mgr., MUNI
o <u>If</u> the City Emergency Coordination Center is activated, ensure appropriate representation/ liaison is designated to report to the Center.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Coordinate with Red Cross as to possible locations of mass care facilities which might be opened.	- Gen. Mgr., MUNI - Gen. Supt, Rail
o Monitor status of warning processes in coordination with police and fire departments.	- Deputy Gen. Mgr Transportation
o Coordinate possible evacuation of threatened area(s) with Police and Fire Departments. [ See ATTACHMENT H-5-A, MOVEMENT ROUTES.]	- Gen. Supt, Rail - Field Opns, Mgr
o Alert Public Works Department for possible need of barricades and signs.	- Gen. Supt, Rail - Deputy Gen. Mgr Engr. & Facil. Maintenance
o Alert bus operations as to possible evacuation requirements.	- Gen. Supt, Rail - Cent. Ctrl, Mgr
o Alert police to provide crowd control at assembly points, as required.	- Cent. Ctrl, Mgr

Movement Operations  
Response to Tsunami  
Inundation

Action	Assigned Responsibility
o Coordinate with Police and Fire Departments for the warning of population in the potential threatened area(s).	- Gen. Supt,Rail - Field Opns.Mgr
----- * ----- * ----- * ----- * ----- * ----- * ----- * -----	
<u>TSUNAMI IMMINENT</u>	
o Notify radio and TV stations to broadcast evacuation warning and locations of assembly areas for persons needing transportation. [Coordinate with the City Public Information Officer (PIO).]	- Gen. Mgr.,MUNI
o Coordinate with Red Cross as to the locations of open mass care facilities and/or status.	- Gen. Mgr.,MUNI
o Coordinate the dispatch of units to warn the threatened areas with the Police and Fire Services.	- Deputy Gen.Mgr Transportation - Cent. Ctrl,Mgr
o Monitor status of warning and evacuation processes.	- Deputy Gen.Mgr Transportation - Gen. Supt., Surface
o Coordinate with the Resources and Support Service for transportation support.	- Deputy Gen.Mgr Equip. Maint. - Deputy Gen.Mgr Engr. & Facil. Maintenance
o Dispatch transportation to special facilities and to disabled, elderly, and others requiring assistance.	- Gen. Mgr.,Rail
o Coordinate crowd control at assembly points with police.	- Field Opns.Mgr - Gen.Supt.,Rail
o Dispatch buses to designated assembly points	- Cent.Ctrl.Mgr - Deputy Gen.Mgr Transportation - Gen.Supt, Surf.

CLIFF HOUSE TO COUNTY LINE

-  Command Post
-  Assembly Point
-  Evacuation/Direction
-  Mass Care Facility
-  Casualty Care







## Appendix H-6

### EMERGENCY ACTION CHECKLIST RESPONSE TO A SEICHE INUNDATION

<u>Action</u> .....	<u>Assigned Responsibility</u>
<u>IF EVACUATION IS DIRECTED:</u>	
o In coordination with San Francisco OES, fire, police and public works, determine what area(s) will require evacuation.	- Gen. Mgr., MUNI
o Notify radio stations to broadcast evacuation instructions. [Coordinate with City Public Information Officer (PIO).]	- Gen. Mgr., MUNI
o Ensure a log of events is prepared and maintained for requests received and actions taken emergency period.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Coordinate with the Resources and Support Service for transportation support.	- Deputy Gen. Mgr Engr. & Facil. Maintenance
o Coordinate with response departments the movement of supplies and equipment, as might be required.	- Deputy Gen. Mgr Equip. Maint.
o Monitor status of warning and evacuation processes.	- Deputy Gen. Mgr Transportation - Cent. Ctrl. Mgr
o In coordination with police and public works determine availability and/or status of evacuation routes.	- Gen. Supt. Rail - Deputy Gen. Mgr Transportation - Cent. Ctrl. Mgr
o In coordination with police, establish traffic control points.	- Gen. Supt. Rail

Movement Operations  
Response to Seiche  
Inundation

Action	Assigned Responsibility
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Gen. Supt,Rail - Deputy Gen.Mgr Transportation - Gen. Supt., Surface
o Place tow trucks on standby to assist disabled vehicles on evacuation routes. [Coordinate with police department].	- Gen. Supt,Rail - Deputy Gen.Mgr Equip. Maint.
o Coordinate with Red Cross as to the location(s) of mass care facilities to be opened.	- Gen. Supt,Rail
o Coordinate with response departments the movement of supplies and equipment, as might be required.	- Gen. Supt,Rail
o Coordinate movement of search and rescue teams, as might be requested.	- Gen. Supt,Rail
o In coordination with fire and police, estimate the number of people in the evacuation area(s).	- Field Opns.Mgr
o In coordination with fire and police, estimate number of persons needing transportation assistance.	- Field Opns.Mgr
o In coordination with police and fire establish evacuation assembly points.	- Field Opns.Mgr
o Coordinate crowd control at assembly points with police department.	- Field Opns.Mgr
o Coordinate with police department need for security patrols and access control procedures for evacuated areas.	- PUC Security Chief
o Dispatch buses to designated assembly points.	- Cent. Ctrl.Mgr - Gen. Supt., Surface



## Appendix H-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

Action	Assigned Responsibility
<u>IF EVACUATION IS DIRECTED:</u>	
o In coordination with Incident Commander, determine area requiring evacuation.	- Gen. Mgr., MUNI
o Ensure a log of events is prepared and maintained for requests received and actions taken during emergency.	- Gen. Mgr., MUNI
o If the City Emergency Coordination Center is activated, ensure appropriate representation/ liaison is designated to report to the Center.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Alert Red Cross as to potential need for mass care facilities.	- Gen. Mgr., MUNI
o Coordinate with Red Cross as to the location(s) of mass care facilities to be opened.	- Gen. Mgr., MUNI
o Notify radio and TV stations to broadcast evacuation instructions, as required. [Coordinate with City Public Information Officer (PIO).]	- Gen. Mgr., MUNI
o Place tow trucks on standby to assist disabled vehicles on evacuation routes. [Coordinate with police.]	- Deputy Gen. Mgr. Equip. Maint.
o Coordinate with the Resources and Support Service for transportation support.	- Deputy Gen. Mgr. Engr. & Facil. Maintenance
o Monitor status of warning and evacuation processes.	- Deputy Gen. Mgr. Transportation - Gen. Supt., Surface

Movement Operations  
Response to a  
Transportation Accident

Action	Assigned Responsibility
o In coordination with police and fire determine availability of evacuation routes.	- Gen. Supt,Rail - Deputy Gen.Mgr Transportation - Cent. Ctrl.Mgr
o In coordination with police, establish traffic control points.	- Gen. Supt,Rail
o In coordination with police and fire establish assembly points.	- Gen. Supt,Rail - Cent. Ctrl,Mgr
o Dispatch transportation to special facilities and to the disabled, elderly and others requiring assistance.	- Gen. Supt,Rail - Deputy Gen.Mgr Transportation - Gen. Supt., Surface
o Dispatch buses to designated assembly points.	- Gen. Supt., Surface - Cent. Ctrl.Mgr
o Coordinate movement of search & rescue teams, as required, with emergency response services.	- Gen. Supt,Rail
o Coordinate with emergency response services, as appropriate, movement of other personnel.	- Gen. Supt,Rail
o In coordination with police & fire, estimate number of people in the evacuation area.	- Field Opns,Mgr
o In coordination with police & fire, estimate number of persons needing transportation assistance.	- Field Opns,Mgr
o Coordinate crowd control at assembly points with police department.	- Field Opns,Mgr
o Coordinate with police department the need for security patrols and access control procedures for the evacuated area(s).	- PUC Security

## Appendix H-8

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

<u>Action</u>	<u>Assigned Responsibility</u>
<u>IF EVACUATION IS DIRECTED</u>	
o In coordination with police, determine area that will require evacuation.	- Gen. Mgr.,MUNI
o Alert Red Cross as to need for mass care facilities.	- Gen. Mgr.,MUNI
o Coordinate with Red Cross as to the location(s) of mass care facilities to be opened.	- Gen. Mgr.,MUNI
o Notify radio and TV stations to broadcast evacuation instructions, as required. [Coordinate with City Public Information Officer (PIO).]	- Gen. Mgr.,MUNI
o Ensure logs of events are prepared and maintained for requests received and actions taken during emergency period.	- Gen. Mgr.,MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr.,MUNI
o Coordinate with the Resources and Support Service for transportation support.	- Dep. Gen. Mgr., Engr. & Facil. Maintenance
o Determine in coordination with police, availability of evacuation route(s).	- Gen. Supt.,Rail
o In coordination with police establish assembly points.	- Gen. Supt.,Rail - Field Oons. Mgr
o Dispatch buses to designated assembly points.	- Gen. Supt.,Rail - Gen. Supt., Surface - Cent. Ctrl. Mgr

Movement Operations  
Response to Civil  
Disturbance

Action	Assigned Responsibility
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Gen. Supt., Rail - Gen. Supt., Surface - Cent. Ctrl. Mgr
o Coordinate with response departments the movement of personnel, as required.	- Gen. Supt, Rail
o Monitor status of evacuation processes.	- Dep. Gen. Mgr, Transportation - Gen. Supt, Rail
o In coordination with the police, estimate the number of people in the evacuation area(s).	- Field Opns., Mgr
o In coordination with the police, estimate the number of persons needing transportation assistance.	- Field Opns. Mgr
o In coordination with police, determine need and/or requirements for security on buses.	- Field Opns. Mgr
o Coordinate requirement for crowd control at assembly point(s), with police.	- Field Opns. Mgr
o Coordinate security, as might be needed, of assembly points with police.	- Field Opns. Mgr - PUC Security Chief

## Appendix H-9

### EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

#### MOVEMENT ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert radio and TV stations to standby to broadcast movement instructions. [Coordinate with City Public Information Officer (PIO)].	- Gen. Mgr., MUNI
o Report status of readiness of Movement Planning Group to Commander (Mayor).	- Gen. Mgr., MUNI
o Ensure logs of events are prepared and maintained for requests received and actions taken during emergency period.	- Gen. Mgr., MUNI
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	- Gen. Mgr., MUNI
o Determine what normal activities and services can be deferred or curtailed to free manpower, equipment and funds for emergency preparations.	- Dep. Gen. Mgr., Transportation - Dep. Gen. Mgr., Equip. Maint. - Dep. Gen. Mgr., Engr. & Facil. Maintenance - Division Mgrs.
o Designate personnel to be available around the clock.	- Dep. Gen. Mgr., Transportation - Dep. Gen. Mgr., Equip. Maint. - Dep. Gen. Mgr., Engr. & Facil. Maintenance - Division Mgrs.
o Determine the equipment and personnel required to conduct move.	- Dep. Gen. Mgr., Engr. & Facil. Maintenance
o Coordinate with the Resources and Support Service fuel requirements and refuel points.	- Dep. Gen. Mgr., Equip. Maint.

MOVEMENT ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert tow truck association to prepare plans to assist disabled vehicles on movement routes [Coordinate with Law Enforcement and Traffic Control Service].	- Dep. Gen. Mgr., Equip. Maint. - Dep. Gen. Mgr., Engr. & Facil. Maintenance
o Review and update Service Annex and SOPs.	- Dir., System Safety
o Update organization plan and assignment of personnel.	- Dir., System Safety
o Initiate refresher training of personnel to familiarize them with emergency plan, emergency assignments.	- Dir., System Safety
o Coordinate intensified training for Movement Planning Group in emergency skills and make final preparations.	- Dir., System Safety
o In coordination with the Resource and Support Service, recruit and train auxiliary personnel to upgrade movement capabilities.	- Dir., System
o Defer or curtail all non-essential services. Cancel leaves and days off, or recall all personnel on leave and start two shift operations. Make specific assignments to emergency duty stations. All on order as required.	- Division Mgrs.
o Place movement planning personnel on standby alert.	- Mgr. of Admin.
o Mobilize movement planning personnel, as needed.	- Mgr. of Admin.
o Coordinate movement requirements of supplies and equipment with Resource and Support Service.	- Gen. Supt., Surface
o In coordination with police and California Highway Patrol, determine availability of movement routes and traffic control points.	- Gen. Supt., Rail



MOVEMENT ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Welfare and Shelter Service location of designated mass care facilities.	- Gen. Supt., Rail
o In coordination with Law Enforcement and Traffic Control Service determine assembly/loading point locations.	- Gen. Supt., Rail
o In coordination with police and fire, estimate the number of people to be evacuated.	- Field Opns. Mgr
o In coordination with police and fire, estimate number of persons needing transportation assistance.	- Field Opns. Mgr
o Coordinate with the Resource and Support Service for transportation support.	- Field Opns. Mgr
o Coordinate with the Resource and Support Service the acquisition of appropriate road maps.	- Field Opns. Mgr
o Coordinate with Law Enforcement and Traffic Control Service for crowd control at assembly/loading point locations.	- Field Opns. Mgr
o Check and/or establish communications requirements, as needed.	- Cent. Ctrl. Mgr
o Initiate communications checks, as needed.	- Cent. Ctrl. Mgr
o Coordinate with Law Enforcement and Traffic Control Service the need for security patrols and access control procedures for evacuated areas.	- PUC Security Chief

----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

IF MOVEMENT IS DIRECTED:

- |   |                   |
|---|-------------------|
| o Notify radio and TV stations to broadcast movement instructions. [Coordinate with City Public Information Officer (PIO)]. | - Gen. Mgr., MUNI |
|---|-------------------|

Movement Operations  
Response to War  
Emergency

IF MOVEMENT IS DIRECTED: - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with the Resource and Support Service the mobilization, assembly and distribution of transportation support resources.	- Dep. Gen. Mgr, Transportation
o Place tow trucks on standby to assist disabled vehicles on movement routes. [Coordinate with Law Enforcement and Traffic Control Service.]	- Dep. Gen. Mgr, Engr. & Facil, Maintenance
o Prepare for shortages of available fuel.	- Dep. Gen. Mgr, Engr. & Facil, Maintenance
o Develop and maintain a 12 hour work schedule.	- Division Mgrs.
o Dispatch buses to designated assembly/loading points.	- Division Mgrs. - Cent. Ctrl.Mgr
o Implement personnel mobilization plan.	- Gen. Supt., Surface
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Gen. Supt., Surface
o Coordinate and implement procedures for handling of transportation of hospitalized. [Coordinate with Medical Services.]	- Gen. Supt., Surface
o Assign additional personnel to Emergency Operations Center, as needed.	- Gen. Supt,Rail
o Monitor status of alert and movement processes.	- Gen. Supt,Rail
o Assist and/or coordinate movement of ambulatory residents. [Coordinate with Medical Service.]	- Field Opns.Mgr
o Coordinate with designated reception area(s) and designated officials.	- Field Opns.Mgr
o Request from Law Enforcement and Traffic Control Service crowd control assistance for assembly/loading points.	- Field Opns.Mgr - Cent. Ctrl.Mgr

Movement Operations  
Response to War  
Emergency

POST - ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Arrange for repairs of equipment, as required.	- Diesel Maint. Manager
o Advise Commander (Mayor) of status of Movement Planning Group capabilities.	- Gen. Mgr., MUNI
o Coordinate with Commander (Mayor) for priority of restoration of transportation operations.	- Gen. Mgr., MUNI
o Coordinate and schedule decontamination of equipment and facilities, as required, with public works.	- Dep. Gen. Mgr., Equip. Maint. - Dep. Gen. Mgr., Engr. & Facil. Maintenance
o Poll Service elements to determine extent of damage and if they are still able to function.	- Cent. Ctrl. Mgr
o Disseminate information to all Service elements to suspend operations if alerted to arrival of fallout.	- Cent. Ctrl. Mgr
o Advise Service elements of estimated fallout arrival time and severity, if available.	- Cent. Ctrl. Mgr
o Keep Service elements advised of developing fallout threat.	- Cent. Ctrl. Mgr



# Appendix H-10

## EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Action	Assigned Responsibility
o Place the Deputy General Managers & Central Control on standby alert.	- Gen. Mgr.,MUNI
o Coordinate with Fire Department and Public Health, Environmental Health Section to determine the area that will require evacuation.	- Gen. Mgr.,MUNI - Dep. Gen. Mgr., Transportation
o Mobilize the General Managers & Central Control, as directed.	- Gen. Mgr.,MUNI
o Ensure preparation and maintenance of log of requests received and actions taken during period of emergency.	- Dep. Gen. Mgrs. - Cent.Ctrl.Supt.
o Coordinate with Law Enforcement Service to identify major evacuation routes and establish traffic control points.	- Gen. Mgr.,MUNI - Dep. Gen. Mgr., Transportation
o In coordination with police, fire, and public health establish evacuation assembly points.	- Gen. Mgr.,MUNI - Dep. Gen. Mgr., Transportation
o Coordinate with police and fire to dispatch units to alert threatened area for evacuation.	- Gen. Mgr.,MUNI - Dep. Gen. Mgr., Transportation - Cent.Ctrl.Supt.
o Notify radio and TV stations to broadcast locations of assembly points. [Coordinate with City Public Information Officer (PIO).]	- Gen. Mgr.,MUNI - Dep. Gen. Mgr., Transportation
o Prepare After-Action Report of emergency actions and submit to Departments/agencies, as directed.	- Gen. Mgr.,MUNI - Dep. Gen. Mgrs.
o Coordinate with police the requirement for security patrols and access control procedures for evacuated areas.	- Gen. Mgr.,MUNI - PUC Security Chief

Movement Operations  
Response to Peacetime/  
Technological Incident

Action	Assigned Responsibility
o Coordinate with the Resources and Support Service for transportation support.	- Dep. Gen.Mgr., Admin.& Engr., - Dep.Gen.Mgr., Maintenance - Dep.Gen.Mgr., Trans.,
o Monitor status of warning and evacuation processes.	- Dep. Gen.Mgr. Trans., - Cent.Ctrl.Sup
o Dispatch transportation to special facilities and to the disabled, elderly, and others requiring assistance.	- Dep.Gen.Mgr., Trans., - Cent. Ctrl. Supt.
o Place tow trucks on standby to assist disabled vehicles on evacuation routes. [Coordinate with Law Enforcement and Traffic Control Service.]	- Dep. Gen.Mgr., Maintenance
o Coordinate with Red Cross as to the locations of mass care facilities to be opened.	- Cent. Ctrl. Supt.
o In coordination with fire and police, estimate the number of people in the evacuation area.	- Chief Insp., - Cent.Ctrl.Suo
o In coordination with fire and police, estimate the number of persons needing transportation assistance.	- Chief Insp., - Cent.Ctrl.Sup
o Coordinate crowd control at assembly points with Law Enforcement & Traffic Control Service.	- Chief Insp., - Cent.Ctrl.Sup
o Monitor traffic flow on evacuation routes in coordination with Law Enforcement & Traffic Control Service.	- Chief Insp., - Cent.Ctrl.Suo
o Dispatch buses to designated assembly points.	- Cent.Ctrl.Sup



## Appendix H-11

### EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

Action	Assigned Responsibility
o As might be directed by Mayor or authorized representative, alert the Deputy General Managers,	- Gen. Mgr., MUNI
o Establish a Movement Planning Group Command Center, as deemed necessary, at Central Control,	- Cent. Ctrl. Supt.
o Ensure preparation and maintenance of log of events of requests received and actions taken during prediction/advisory period.	- Dep. Gen. Mgrs. - Cent. Ctrl. Supt.
o Designate and be prepared to have assigned representative(s) report to the City Emergency Coordination Center, if activated.	- Dep. Gen. Mgr. Trans.
o Report status of preparedness to Mayor.	- Gen. Mgr., MUNI
o Prepare After-action Report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	- Gen. Mgr., MUNI - Dep. Gen. Mgrs.
o Coordinate need for emergency power, in event of need, if emergency power is not already available.	- Dep. Gen. Mgr. Maintenance
o If a Movement Planning Group Command Center is established, ensure continuing contact is maintained during advisory period.	- Cent. Ctrl. Supt.
o Establish a routine communications and reporting system as necessary to the situation.	- Cent. Ctrl. Mgr.

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#### Field Operations

- |   |                  |
|---|------------------|
| o Report status of preparedness of personnel & equipment to Deputy General Manager, Transportation.       | - Division Supts |
| o If Movement Planning Command Center is established, maintain continuing contact during advisory period. | - Division Supts |







## EMERGENCY PLAN - ANNEX I

### RESCUE OPERATIONS (HEAVY)

San Francisco Office of Emergency Services





Annex I  
RESCUE OPERATIONS  
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## Annex I

### RESCUE OPERATIONS

#### I.1 Introduction

This annex describes the general policies and procedures and organizations and systems for the location of, provision of immediate care to, and safe removal of endangered, trapped, injured, and/or isolated persons. Both the fire and law enforcement disciplines bear responsibility for rescue operations, and they commonly interact during emergency response. This annex is written to reflect and encourage such interaction in pre-event planning as well.

#### I.2 Objectives

The overall objectives of rescue operations are to:

- o Locate endangered, trapped, disabled and/or isolated persons.
- o Gain access to persons in need of assistance/rescue.
- o Administer first aid.
- o Extricate trapped and injured persons.
- o Move persons to safety.
- o Perform initial triage of injured persons.
- o Transport nonambulatory injured to Casualty Collection Points or medical care facilities.
- o Remove dead as incidental to rescue efforts.
- o Tag injured and deceased.
- o Report conditions, needs, observations of damage, resource status, and progress to proper authorities.
- o Provide food, lodging, equipment, materials, and supplies to rescue personnel.
- o Mark premises which have been searched.

#### I.3 Concept of Operations

When a natural disaster or technological incident occurs, rescue efforts will be undertaken to search for trapped and injured persons and to extricate them safely and quickly. Rescue operations might well require personnel and equipment from fire, law enforcement and public works agencies, and from the private sector. Operations associated with this situation may require the total spectrum of rescue, from evacuation, to debris tunneling, shoring and stabilization of structures.

For overall efficiency of the rescue function, and to make maximum use of personnel and resources, an Incident Emergency Management System, such as

### 1.3 Concept of Operations - cont'd.

an Incident Command System (ICS), should be established. The ICS provides functional organization for on-scene management of facilities, equipment, personnel, procedures and communications.

Rescue activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various type of emergencies are provided in Appendix I, Hazard-Specific Responses.

#### 1.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

##### Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOPs) and checklists describing the rescue function in an emergency. Such plans and procedures will provide for coordination and communication channels with appropriate agencies and organizations with rescue capabilities and/or responsibilities. Training should be conducted, with emphasis on rescue techniques. Resource listings and alert lists will also be prepared and maintained.

##### Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory, the forecast of an inundation which could impact the City, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating plans, SOPs, resource information, and alert lists; accelerating training programs; inspecting equipment; and taking other feasible preparedness measures.

#### 1.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

##### Pre-Impact Phase

Actions to be taken during this phase are precautionary. Appropriate countermeasures will be taken to protect people should the City be impacted by an event such as an inundation situation, a health endangering hazardous material incident, or an imminent nuclear attack. Preparations will be made to conduct rescue operations in affected areas.

### 1.3.2 Emergency Period - cont'd.

#### Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people affected by an event. Examples of such events are a major earthquake, an inundation, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will include rescue operations for endangered or trapped persons.

#### Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention will be given to assuring that all searched areas have been definitely cleared and that all persons are accounted for and safe from ensuing hazards.

### 1.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on continuing to provide essential services and assisting with recovery operations.

## 1.4 Organization and Responsibilities

Rescue responsibilities at the various levels of government will consist of the following:

### 1.4.1 City and County of San Francisco

#### 1.4.1.1 City Agencies

City agencies charged with rescue operations are responsible for:

- o Pre-event organization and operations planning.
- o Developing rescue plans for known hazards.
- o Recruiting volunteers.
- o Training of institutional, industrial, neighborhood, and public service personnel.
- o Organizing groups and teams of personnel and developing procedures for using spontaneous volunteers.
- o Maintaining current alert lists with names, telephone numbers, addresses, etc.
- o Maintaining inventories of rescue resources within the jurisdiction.
- o Designating and operating staging areas.



#### I.4.1.1 City Agencies - cont'd.

- o Deploying available resources.
- o Mobilizing local mutual aid.
- o Requesting assistance through appropriate mutual channels.

Organizations locally available to support rescue operations are denoted in Enclosure I-1, Supporting Organizations and Responsibilities.

#### I.4.1.2 City Rescue Coordinator

The Chief of Department, San Francisco Fire Department is designated the City Rescue Coordinator and is responsible for:

- o Preparing a deployment plan for local resources.
- o Establishing policies, in coordination with supporting departments/agencies, for recalling off-duty personnel.
- o Determining the organizational structure required for integrating mutual aid and non-fire or non-law enforcement service resources.
- o Providing refresher training programs for department employees.
- o Recruiting, organizing, and training neighborhood teams.
- o Encouraging and assisting management of organizations with a large number of employees to organize and train employee rescue teams and to develop evacuation and premises search plans.
- o Conducting interagency and interdisciplinary training exercises involving local mutual aid, volunteer, industrial, institutional and, if available search dog teams.
- o Identifying hazards and conducting pre-event planning.
- o Ensuring, in coordination with the Director, Department of Public Works, pre-event agreements with construction, equipment rental and tow truck companies for needed resources (e.g., dozers, compressors, generators, air hammers, cranes, transports) are initiated.
- o Coordinating support for field and staging area operators with Director, Department of Public Works.
- o Training and use of non-public safety personnel for administrative staffing for rescue operations, as might be required.
- o Establishing pre-event agreements with non-public safety specialty rescue teams within the City, as might be necessary.
- o Maintaining a cooperative understanding with the police department for obtaining rescue resources through the law enforcement mutual aid system.
- o Coordinating response planning with emergency medical and coroner response plans.
- o Schedule additional rescue forces to relieve initial crews after the first 24 hour period.



#### 1.4.2 Operational Area ( City & County of San Francisco )

The Chiefs of the San Francisco Fire and San Francisco Police Departments are responsible for:

- o Activating fire and rescue, and search and rescue plans, as required.
- o Staffing the rescue function in the City Emergency Coordination Center.
- o Developing resource allocation criteria.
- o Mobilizing resources within the City in coordination with appropriate departments and agencies.
- o Inventory of rescue resources within the City including private sector resources.
- o Locating and listing sites suitable for Multi-purpose Staging Areas (MSAs) operations, that have not been previously designated, and developing and executing use of agreements if needed.
- o Pre-event planning of support operations for the Multi-purpose Staging Areas in coordination with appropriate agencies.

#### 1.4.3 Mutual Aid Region 2

Mutual Aid Region 2 Fire and Law Enforcement Coordinators are responsible for:

- o Developing region-wide Fire and Rescue and Search Mutual Aid Plans.
- o Developing a Staffing Plan for a Regional Multi-Agency Coordination Center.
- o Consolidating an inventory of public and private rescue resources within the region.
- o Locating and listing sites suitable for Mutual Aid Mobilization Center (Multi-purpose Staging Area) operations.
- o Mobilizing mutual aid resources.
- o Providing support for regional Mutual Aid Mobilization Center (Multi-purpose Staging Area) operations.

#### 1.4.4 State

State Fire and Rescue and Law Enforcement Coordinators (members of the State Office of Emergency Services Staff) are responsible for:

- o Maintaining the California Law Enforcement Search and Rescue Plan and the California Fire and Rescue Emergency Plan.
- o Maintaining a statewide consolidated inventory of rescue resources.

#### I.4.4 State - cont'd.

- o Mobilizing needed resources from available statewide mutual aid system and state agency inventories.
- o Coordinating and allocating mutual aid resources.
- o Jointly staffing the rescue function at established Disaster Support Area(s), or at the State Coordination Center.

The following state agencies have varied capabilities and responsibilities for supporting rescue operations:

##### Employment Development Department

- o Recruits personnel and determines personnel shortages and surplus.

##### Department of Boating and Waterways

- o Arranges for emergency small craft transportation services.
- o Conducts coastal and inland water reconnaissance, damage assessment, and search operations.
- o Provides communications.

##### California Conservation Corps

- o Assists in rescue operations.
- o Moves injured persons in conjunction with rescue operations.

##### California Highway Patrol

- o Conducts highway routing and provides relevant information, and emergency traffic control.

##### California Maritime Academy

- o Assists Department of Boating and Waterways by providing, or coordinating the provision of, small craft for emergency operations.
- o Assists with damage assessment (marine).

#### I.4.5 Federal

Federal agencies will respond to local and state requests for search and rescue (SAR) assistance under their own authorities and/or mechanisms authorized by Public Law 93-288 (Federal Disaster Relief Act of 1974). Following a Presidential declaration of an Emergency or Major Disaster

#### I.4.5 Federal - cont'd.

under the provisions of Public Law 93-288, the Federal SAR response will be under the leadership of the Department of Defense (DOD). The US Army will be the DOD lead agency, with the US Air Force functioning as the Inland SAR Coordinator and the US Coast Guard functioning as the Maritime SAR Coordinator. All DOD components will provide SAR personnel, resources, and facilities to meet civil needs on the basis of noninterference with military missions.

The following federal agencies will provide support to SAR operations as indicated:

##### Department of Transportation

Provides SAR personnel and facilities to assist state and local governments on the basis of noninterference with higher priority duties. The Federal Aviation Administration has air traffic control and flight services facilities available to assist in SAR operations.

##### Department of Interior

If available, provides SAR and firefighting apparatus on lands and waters administered by the Department and may assist in operations in adjacent jurisdictions.

##### Department of Agriculture

If available, provides SAR and firefighting apparatus on lands administered by the US Forest Service and may assist in operations in adjacent jurisdictions.

##### Corps of Engineers

Provides personnel and equipment to assist in SAR operations, particularly those involved with buildings and facilities and with the evacuation of survivors.

#### I.5 Policies and Procedures

- (1) The official responsible for search and rescue operations will determine the boundaries of each separate incident, i.e., building, complex, block, neighborhood, or community as a whole. Liaison officers will be appointed for each discipline supplying resources to a particular incident when the lead discipline is different from that for which resources are obtained. Direct

## I.5 Policies and Procedures - cont'd.

supervision of rescue team members will be the responsibility of the team leader designated by the providing organization. Coordination with coroner and emergency medical operations will be required at each level of operation, direction, and control.

- (2) Mutual aid resources will be mobilized through established fire law enforcement and interagency channels, and allocated utilizing Multi-Agency Coordination System procedures. Resources mobilized through mutual aid channels will be returned to the Regional Mobilization Center when no longer needed by the utilizing agency, incident, or City.

SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

I. GENERAL

Rescue operations are under the direction and/or oversight of the San Francisco Fire Department and are inherent to normal department operational procedures. However, extraordinary situations and incidents occur which will require supporting departments, agencies and/or the private sector to provide equipment and expertise which is not part of the normal Fire Department's organizational structure. This type support is addressed under this Annex and is categorized as heavy rescue.

II. Supporting Organization

1. City and County of San Francisco

Department of Public Works

The Department of Public Works is the City agency designated, in the San Francisco Emergency Operations Plan, as the Construction and Engineering Service which would provide and/or coordinate the heavy rescue resources to support the fire department in instances requiring such activities.

City departments/agencies which would be available to support the Department of Public Works are:

- o San Francisco Police Department - Light rescue
- o Recreation & Park Department - Park Division
- o San Francisco Civilian Conservation Corps

2. State

- o California Conservation Corps (Through State Mutual Aid System, upon declaration of local emergency)

3. Federal

- o U.S. Army Corps of Engineers (Through State Mutual Aid System, upon Presidential declaration of emergency)

## II. Supporting Organization - cont'd.

### 4. Private Sector

Access to the private sector for the provision of appropriate equipment needs to support heavy rescue operations will be through the Director, Department of Public Works or his designated representative(s).



## Appendix I

### RESCUE OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- I-1 Response to a Major Earthquake.
- I-2 Response to Hazardous Material Incident.
- I-3 Response to a Reservoir Failure.
- I-4 Response to a Conflagration.
- I-5 Response to a Tsunami Inundation.
- I-6 Response to a Seiche Inundation.
- I-7 Response to a Transportation Accident.
- I-8 Response to Civil Disturbance.
- I-9 Response to War Emergency.
- I-10 Response to Peacetime/Technological Incident.
- I-11 Response to Earthquake Prediction/Advisory.



# Appendix I-1

## EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Poll Battalion District Commands to determine situation as to heavy rescue needs in their district.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Coordinate a survey for heavy rescue equipment needs with the Construction & Engineering Service (DPW).	Chief of Department
o Direct Division Chiefs to report to assembly area(s) as designated, by Chief of Department.	Chief of Department Deputy Chief, Operations
o Order decentralized control to Battalion District Headquarters, if deemed necessary.	Chief of Department Deputy Chief, Operations
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Chief of Department Deputy Chief, Operations
o Request assistance from State OES Mutual Aid Region 2, as required.	Chief of Department Deputy Chief, Operations
o Coordinate city-wide heavy rescue activities with Construction & Engineering Service (DPW).	Deputy Chief, Operations
o Assign teams to areas according to established priorities.	Deputy Chief, Operations
o Coordinate evacuation and rescue from unsafe structures with Construction & Engineering Service (DPW) and Law Enforcement Service (SFPD).	Deputy Chief, Operations
o Assign Bureau of Training to assist in coordination, as might be required by Chief of Department.	Deputy Chief, Operations
o Monitor rescue teams's activities.	Deputy Chief, Operations

Rescue Operations  
Response to  
Major Earthquake

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign arriving mutual aid resources in accordance with developed priorities.	Deputy Chief, Operations
o Establish communications net and reporting procedures.	Deputy Chief, Admin.
o Order dispatch of units to provide alternate communications links, if necessary.	Deputy Chief, Admin.
o Coordinate access controls with Law Enforcement Service (SFPD).	Deputy Chief, Admin.
o Ensure all Service elements prepare and maintain a log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.
o Establish liaison with and coordinate emergency information for public with City Public Information Officer (PIO) - Mayor's Press Aide - and the Public Information Section, for broadcast over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Coordinate with Medical/Health and Coroner on care of injured and collection of fatalities at rescue site(s).	Deputy Chief, Admin.

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Battalion Control - SFFD

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o Mobilize available private rescue personnel and equipment.	Battalion Chief
o Recruit volunteers.	Battalion Chief Incident Commander

Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
<ul style="list-style-type: none"> <li>o Determine response requirements in coordination with City Departmental/agency and private sector representatives, for: <ul style="list-style-type: none"> <li>Firefighters,</li> <li>Medical support,</li> <li>Police Support,</li> <li>Utilities Support,</li> <li>Water</li> <li>PG&amp;E</li> <li>Transportation Support,</li> <li>Engineer Support,</li> <li>Equipment</li> <li>Damage evaluation</li> <li>Personnel</li> </ul> </li> </ul>	Battalion Chief
<ul style="list-style-type: none"> <li>o Report to Chief of Department, through fire communications, the heavy rescue needs and/or status (of rescue &amp; fire operations).</li> </ul>	Battalion Chief
<ul style="list-style-type: none"> <li>o Establish communications, if possible, with Division Control, and communicate status and conditions within the Battalion District.</li> </ul>	Battalion Chief
<ul style="list-style-type: none"> <li>o Mobilize available private rescue personnel and equipment, as might be appropriate.</li> </ul>	Battalion Chief Incident Commander
<ul style="list-style-type: none"> <li>o Organize rescue teams.</li> </ul>	Battalion Chief Incident Commander
<ul style="list-style-type: none"> <li>o Identify and coordinate location of equipment staging area(s).</li> </ul>	Battalion Chief Incident Commander
<ul style="list-style-type: none"> <li>o Prepare to receive heavy rescue assistance from City Departments/private sector at equipment staging area(s).</li> </ul>	Battalion Chief Incident Commander
<ul style="list-style-type: none"> <li>o Be prepared to assign mutual aid resources arriving at scene.</li> </ul>	Battalion Chief Incident Commander
<ul style="list-style-type: none"> <li>o Monitor rescue teams's activities and report status on a regular and continuing basis.</li> </ul>	Battalion Chief





## Appendix I-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Chief of Department
o Check with on-scene Incident Commander to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Place public (DPW) and private heavy rescue personnel and equipment on standby alert.	Deputy Chief, Operations
o Coordinate heavy rescue activities, as might be required.	Deputy Chief, Operations DPW, Dep. Director, Operations
o Coordinate evacuation and rescue from unsafe areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Rescue Operations  
Response to Hazardous  
Material Incident

Battalion Control - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize rescue teams as needed.	Battalion Chief
o Ensure that rescue personnel have adequate protective clothing and breathing apparatus if operating in hazardous area(s).	Battalion Chief Incident Commander
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Notify Fire Communications Center of the location of the Command Post.	Incident Commander
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities.	Incident Commander
o Coordinate with Resources and Support representatives for emergency generators and other items that may be necessary.	Incident Commander
o Classify the level of the incident. (Classification information list as noted in the command packet.)	Incident Commander
o Set-up staging area and designate Staging Officer.	Incident Commander
o Notify Fire Communications Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area.	Incident Commander
o Designate proper protective equipment for level of incident. (Protective equipment level list is in command packet.)	Incident Commander
o Coordinate with Police Department for access controls into area if incident - <u>COLD_ZONE</u> .	Incident Commander

Rescue Operations  
Response to Hazardous  
Material Incident

Battalion Control - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Police Department for general security of command post, staging area locations and traffic control.	Incident Commander
o Consider support from other Agencies and units. (Support Agency list contained in Command Packet.)	Incident Commander
o In coordination with Department of Health Environmental Health Section, identify, if possible, responsible party(s) for clean-up action(s).	Incident Commander
o Prepare and forward proper reports to Deputy Chief, Administration.	Incident Commander
o Ensure that all exposed emergency response personnel obtain follow-up medical examination.	Incident Commander
o Ensure that exposure reports are forwarded to appropriate parties for review.	Incident Commander
o Set-up Safety Team.	Safety Officer



# Appendix I-3

## EMERGENCY ACTION CHECKLIST RESPONSE TO A RESERVOIR FAILURE

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Chief of Department Deputy Chief, Operations
o Check with Battalion Chief(s) to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Place public (DPW) and private heavy rescue personnel and equipment on standby alert.	Deputy Chief, Operations
o Coordinate with Construction & Engineering Service (DPW) to provide assistance in the removal of persons trapped in damaged and/or unstable structures.	Deputy Chief, Operations
o Request assistance from State OES Mutual Aid Region 2, as required.	Deputy Chief, Operations
o Oversight area rescue activities as might be required.	Deputy Chief, Operations DPW, Dep. Director, Operations
o Coordinate evacuation and rescue from unsafe areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Coordinate debris clearance requirements with Department of Public Works, as necessary.	Deputy Chief, Operations



Rescue Operations  
Response to  
Reservoir Failure

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a communications net and reporting procedures as necessary to the situation.	Deputy Chief, Admin.
o Coordinate with the Construction & Engineering Service and Resources & Support Service for emergency generators and other items that may be necessary.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for the public with the City Public Information Officer - Mayor's Press Aide - for release over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Coordinate with Red Cross for designation of Mass Care Center(s) for reuniting and providing temporary facilities for rescued persons.	Deputy Chief, Admin.
o Ensure preparation and maintenance of logs of activities and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control - SFFD

o Determine personnel requirements and recruit volunteers as needed.	Battalion Chief
o Mobilize rescue teams as needed.	Battalion Chief
o Identify and establish equipment staging & resource assembly point.	Battalion Chief
o Notify Fire Communications Center of the location of the incident Command Post.	Battalion Chief



Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Dispatch teams to search inundated areas for trapped persons.	Battalion Chief
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Notify Fire Communications Center of the location of the Command Post.	Incident Commander
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities.	Incident Commander
o Set up staging area and designate Staging Officer.	Incident Commander
o Notify Fire Communication Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area.	Incident Commander
o Coordinate with Police representative for access controls into area of operations.	Incident Commander
o Coordinate with Police representative for general security of command post, staging area location(s).	Incident Commander
o Remove fire units from the area of expected inundation.	Incident Commander



# Appendix I-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, as required, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Chief of Department
o As needed, request Mutual Aid Assistance through Region 2 Fire Coordinator.	Chief of Department
o Check with on-scene Battalion Chief(s) to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Place public (DPW) and private rescue personnel and equipment on standby alert.	Deputy Chief, Operations
o Coordinate with Construction & Engineering Service (DPW) to provide assistance in the removal of persons trapped in damaged and/or unstable structures.	Deputy Chief, Operations
o Oversight area rescue activities as might be required.	Deputy Chief, Operations
o Coordinate evacuation and rescue from endangered areas with Police Department and other agencies, as might be required.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events and actions taken during emergency.	Deputy Chief, Admin.

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a communications net and reporting procedures as necessary to the situation.	Deputy Chief, Admin.
o Coordinate with the Construction & Engineering Service and Resources & Support Service for emergency generators and other items that may be necessary.	Deputy Chief, Admin.
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control - SFFD

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o Evaluate manpower and equipment rescue requirements needed for situation.	Battalion Chief
o Report status and requirements of manpower and equipment to appropriate level of command.	Battalion Chief
o Mobilize rescue teams as needed.	Battalion Chief
o Identify and establish equipment staging and resource assembly point.	Battalion Chief
o Notify Fire Communications Center of the location of the incident Command Post.	Battalion Chief
o Ensure CP Staff elements prepare and maintain log of events of actions taken during emergency.	Battalion Chief
o Determine and evaluate in coordination with appropriate departments/agencies the availability, practicality, use & commitment of special types of equipment.	Battalion Chief

Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure copies of logs of events and actions are forwarded to the Deputy Chief, Administration.	Battalion Chief
o Coordinate the re-entry of response elements into disaster area.	Battalion Chief
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities.	Incident Commander
o Set up staging area and designate Staging Officer.	Incident Commander
o Notify Fire Communication Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area.	Incident Commander
o Coordinate with Police representative for general security of command post, staging area location(s).	Incident Commander





# Appendix I-5 /Appendix I-6

## EMERGENCY ACTION CHECKLIST RESPONSE TO A TSUNAMI / SEICHE INUNDATION

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of rescue operations.	Chief of Department
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Chief of Department Deputy Chief, Operations
o Check with Battalion(s) to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Allocate personnel required to support emergency operations.	Deputy Chief, Operations
o Place public (DPW) and private heavy rescue personnel and equipment on standby alert.	Deputy Chief, Operations
o Coordinate with Construction & Engineering Service (DPW) to provide assistance in the removal of persons trapped in unstable structures.	Deputy Chief, Operations DPW, Dep. Director, Operations
o Request assistance from State OES Mutual Aid Region 2, as required.	Deputy Chief, Operations
o Oversight area rescue activities as might be required.	Deputy Chief, Operations
o Coordinate evacuation and rescue from unsafe areas with Police Department and other agencies, as might be necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as necessary.	Deputy Chief, Operations
o Relocate men and equipment as required.	Deputy Chief, Operations

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate debris clearance requirements with Department of Public Works, as needed.	Deputy Chief, Operations
o Establish a communications net and reporting procedures as appropriate to situation.	Deputy Chief, Operations
o Coordinate with the Construction & Engineering Service (DPW) and Resources & Support Service for emergency generators and other items that may be necessary.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for Public with the City Public Information Officer - Mayor's Press Aide - for possible broadcast over the Emergency Broadcast System (EBS).	Deputy Chief, Admin.
o Coordinate with Red Cross for designation of Mass Care Center(s) for reuniting and providing temporary facilities for rescued persons.	Deputy Chief, Admin.
o Ensure preparation and maintenance of logs of activities and actions taken during rescue operations.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control - SFFD

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|---|-----------------|
| o Establish communications with Division Control and communicate status and conditions within Battalion area. | Battalion Chief |
|---|-----------------|

Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine personnel needs for rescue requirements and recruit volunteers as needed for situation.	Battalion Chief
o Mobilize rescue teams as needed.	Battalion Chief
o Identify and establish equipment staging and resource assembly point.	Battalion Chief
o Notify Fire Communications Center of the location of the incident Command Post(s).	Battalion Chief
o Dispatch teams to search inundated area(s) for trapped persons.	Battalion Chief
o Be prepared to receive City Department/ agencies and private sector representatives.	Battalion Chief
o Organize the reporting representatives into a support staff to coordinate rescue activities, as necessary.	Battalion Chief
o Initiate rescue actions of persons as required.	Battalion Chief
o Determine need(s) for special equipment types, i.e. portable light units, pumps, etc., and request through established reporting channels.	Battalion Chief
o Activate staging areas needed to support response activities, as necessary.	Battalion Chief
o Move fireboat to South Bat Area if prior warning is given.	Battalion Chief
o Move fire units out of potential inundation area if prior warning is given.	Battalion Chief

Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Notify Fire Communications Center of the location of Incident Command Post.	Incident Commander
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities.	Incident Commander
o Set up staging area and designate Staging Officer.	Incident Commander
o Notify Fire Communication Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area.	Incident Commander
o Coordinate with Police representative for access controls into area of operations.	Incident Commander
o Coordinate with Police representative for general security of incident command post, staging area location(s), and traffic control surrounding rescue site(s).	Incident Commander



**EMERGENCY ACTION CHECKLIST  
RESPONSE TO A TRANSPORTATION ACCIDENT**

Command Element

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o If Emergency Coordination Center is activated, ensure appropriate representatives report to Center.	Chief of Department
o Ensure appointment of a Department Public Information Officer for period of emergency.	Chief of Department
o Check with on-scene Battalion Chief to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Deputy Chief, Operations Chief of Department
o As needed, request mutual aid assistance through State OES Region 2.	Deputy Chief, Operations Chief of Department
o Place public (DPW) and private rescue personnel and equipment on standby alert.	Deputy Chief, Operations
o Coordinate with Construction & Engineering Service (DPW) to provide assistance in the removal of persons trapped in damaged and/or unstable structures.	Deputy Chief, Operations
o Oversight area rescue activities as required.	Deputy Chief, Operations
o Coordinate debris clearance requirement with appropriate department/agency, i.e. Dept. Public Works, MUNI Ry, BART, CALTRANS, etc.	Deputy Chief, Operations
o Coordinate evacuation and rescue from endangered areas with Police Department and other agencies, as might be required.	Deputy Chief, Operations

Rescue Operations  
Response to A  
Transportation Accident

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of a log of events and actions taken during rescue operations.	Deputy Chief, Admin.
o Establish a communications net and reporting procedures as necessary to the situation.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information with the City Public Information Officer (PIO) - Mayor's Press Aide.	Deputy Chief, Admin.
o Coordinate with the Construction & Engineering Service and Resources & Support Service for emergency generators and other items that may be necessary.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

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Battalion Control - SFFD

o Evaluate manpower and equipment rescue requirements needed for situation.	Battalion Chief
o Report status and requirements for manpower and equipment to appropriate level of command.	Battalion Chief
o Mobilize, from immediate available resources, rescue teams as required.	Battalion Chief
o Identify and establish equipment staging and resource assembly point.	Battalion Chief



Rescue Operations  
Response to A  
Transportation Accident

Battalion Control SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Notify Fire Communications Center of the location of the Incident Command Post.	Battalion Chief
o Ensure Command Post Staff elements prepare and maintain log of events and actions taken during rescue operations.	Battalion Chief
o Determine and evaluate in coordination with appropriate departments/agencies the availability, practicality, use and commitment of special types of equipment.	Battalion Chief
o Ensure copies of logs of events are forwarded to the Deputy Chief, Administration.	Battalion Chief
o Coordinate entry of response elements into disaster/rescue site.	Battalion Chief
o Assign responsibilities in accordance with the Incident Command System (ICS).	Incident Commander
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities.	Incident Commander
o Set up staging area and designate a Staging Officer.	Incident Commander
o Notify Fire Communications Center of the location of the staging area.	Incident Commander
o Ensure that responding units to incident are directed to staging area	Incident Commander
o Coordinate with Police representative for general security of command post, staging area location, and traffic control into and in the vicinity of the rescue site.	Incident Commander



# Appendix I-8

## EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Fire Service on alert to situation.	Chief of Department
o If Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Allocate personnel required to support rescue operations as might be requested Police Department.	Deputy Chief, Operations
o Request assistance from police for rescue.	Deputy Chief, Operations
o Designate an Incident Commander and place individual on standby alert.	Deputy Chief, Operations
o Coordinate, as might be requested by Police Department, rescue from unsafe or damaged structures.	Deputy Chief, Operations
o Oversight area rescue activities as might be requested or required.	Deputy Chief, Operations
o Coordinate access into affected area, as might be required, with the Police Department.	Deputy Chief, Operations
o Request Department of Public Works to go on alert for possible rescue actions.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Deputy Chief, Admin.
o Establish liaison with and coordinate release of information for Public with the Police Department.	Deputy Chief, Admin.
o Coordinate/alert Red Cross for designation of Mass Care Center(s) for reuniting and providing temporary facilities for rescued persons.	Deputy Chief, Admin.

Command Element SFFD - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

-- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* -----

Battalion Control - SFFD

o Develop/designate rescue team(s) and place on standby alert.	Battalion Chief
o In coordination with Police Department, identify potential staging area locations for arriving Fire Department equipment and personnel.	Battalion Chief
o Determine need for separate communication net and reporting procedures as necessary for the situation.	Battalion Chief
o Notify Fire Communication Center of the location of the Police Department Command Post.	Battalion Chief

**IF SAN FRANCISCO FIRE DEPARTMENT IS REQUESTED TO INITIATE RESCUE ACTIONS BY THE POLICE CHIEF or POLICE INCIDENT COMMANDER**

o Notify Fire Communications Center of the location of the staging area.	Incident Commander
o Coordinate with Medical/Health and Coroner representative on care of injured and collection of fatalities.	Incident Commander
o Ensure responding units to incident are directed to staging area.	Incident Commander
o Coordinate with Police Department Incident for access into area of operation.	Incident Commander
o Coordinate with Police Incident Commander for security of staging area and escort of rescue teams as might be required.	Incident Commander

## Appendix I-9

### EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

Command Element - SFFD

#### NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Rescue Operations personnel on stand-by alert.	Chief of Department
o Review and update Service Annex.	Chief of Department Deputy Chief, Admin.
o Update organization plan and the assignment of personnel and equipment.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Report status of preparedness of Rescue Operations personnel to Commander (Mayor).	Chief of Department
o Allocate personnel required to support City and Department emergency preparedness operations.	Chief of Department
o If activated, send appropriate representative(s) to Emergency Coordination Center to coordinate emergency preparedness activities for Department.	Chief of Department
o Coordinate with Police Chief to provide personnel to conduct search & rescue in event of need.	Dep. Chief, Operations Chief of Department
o Coordinate with supporting agencies and personnel to upgrade rescue capabilities (i.e. Public Works).	Dep. Chief, Operations Dep. Chief, Admin.
o Recruit and train support and/or auxiliary personnel to upgrade rescue capability.	Dep. Chief, Operations Chief, Bureau of Training
o Initiate inventory of supplies as might be needed for rescue operations.	Deputy Chief, Admin.



Command Element - SFFD - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that obligation documents initiated during emergency alert period are properly completed on the proper form.	Deputy Chief, Admin.
o Ensure that records are established and maintained for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency period.	Deputy Chief, Admin.
o Ensure all service elements prepare and maintain a log of events of actions taken during emergency alert period.	Deputy Chief, Admin.
o Prepare After-Action Report of emergency operations during alert period and submit to departments/agencies as directed.	Deputy Chief, Admin.

--- \* --- \* --- \* --- \* --- \* --- \* --- \* ---

Battalion Control - SFFD

--- \* --- \* --- \* --- \* --- \* --- \* --- \* ---

o Inform Deputy Chief, Operations, through appropriate reporting channels, status of preparedness for rescue operations in district.	Battalion Chief
o Prepare and maintain log of events of actions taken during the emergency period, and forward to Deputy Chief, Administration.	Battalion Chief



Command Element - SFFD

ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Poll facilities, if possible, to determine extent of damage and if they are still able to function.	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o If possible, report status of Department's capability to respond to requests for heavy rescue to Commander (Mayor).	Chief of Department Deputy Chief, Operations Deputy Chief, Admin.
o Coordinate with police to assign search and rescue areas.	Deputy Chief, Operations
o Coordinate with Construction & Engineering Services, if possible, for heavy rescue support requirements.	Deputy Chief, Operations
o Schedule decontamination of facilities, as needed.	Deputy Chief, Admin.
o Warn or advise Battalions if fallout is likely.	Fire Communications

--- \* --- \* --- \* --- \* --- \* --- \* --- \* ---

Battalion Control - SFFD

--- \* --- \* --- \* --- \* --- \* --- \* --- \* ---

o Direct available stations/companies to start rescue operations in their areas.	Battalion Chief
o If advised that fallout is likely, warn battalion elements if possible.	Battalion Chief

Rescue Operations  
Response to War  
Emergency

Battalion Control - SFFD - cont'd.

ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Verify situation in the Battalion District and keep appropriate levels of command advised, if possible.	Battalion Chief
o Ensure that each facility/structure is searched; performing rescue and first aid if possible, and marking facility/structure as having been searched.	Battalion Chief
o Coordinate heavy rescue operations with elements of the Construction & Engineer-Service that have been assigned to the district.	Battalion Chief

# Appendix I-10

## EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert key personnel to the situation.	Chief of Department
o If the City Emergency Coordination Center is activated, ensure appropriate representatives report to the Center.	Chief of Department
o Ensure, if necessary, appointment of a Department Public Information Officer (PIO) for period of emergency.	Chief of Department
o Check with on-scene Incident Commander to determine existing or potential rescue requirements.	Deputy Chief, Operations
o Request Police Chief to provide police personnel to conduct light search & rescue in areas as needed.	Deputy Chief, Operations Chief of Department
o Request Department, Public Works be placed on standby alert for possible rescue activities.	Deputy Chief, Operations
o Coordinate rescue or heavy rescue activities, as might be required.	Deputy Chief, Operations
o Coordinate evacuation and rescue from unsafe sites/areas with Police Department and other agencies, as necessary.	Deputy Chief, Operations
o Coordinate access controls with Police Department, as deemed necessary.	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events and actions taken during emergency.	Deputy Chief, Admin.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	Deputy Chief, Admin.

Rescue Operations  
Response to Peacetime/  
Technological Incident

Battalion Control - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize rescue teams as needed	Battalion Chief
o Ensure that an incident command post(s) is established as required.	Battalion Chief
o Assign responsibilities in accordance with the Incident Command System (ICS) and as appropriate to the incident.	Battalion Chief
o Notify Fire Communications Center of the location of the Command Post (CP).	Battalion Chief
o Ensure that appropriate immediate action steps have been initiated appropriate to incident.	Battalion Chief
o Consider location(s) and need for setting up a staging area operation.	Battalion Chief
o Notify Fire Communications Center of the location of the staging area, if decision is made to set-up operation.	Battalion Chief
o As appropriate, ensure responding units are directed to the staging area.	Battalion Chief
o Set-up incident control zones, as appropriate to the incident.	Battalion Chief
o As appropriate to the incident, designate Control Officers.	Battalion Chief
o Coordinate with Police Department for access controls into area of incident and the Command Post.	Battalion Chief
o Coordinate with Police Department for security of staging area and traffic control.	Battalion Chief
o Ensure that rescue personnel have adequate protective clothing and breathing apparatus if operating in a hazardous environment.	Battalion Chief Incident Commander

Battalion Control - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that all exposed emergency response personnel obtain follow-up medical examination as needed,	Battalion Chief
o Ensure that exposure reports are forwarded to appropriate parties for review,	Battalion Chief
o Coordinate with Medical/Health and Coroner representatives on care of injured and collection of fatalities,	Incident Commander
o Coordinate with Construction & Engineering Service and Resources & Support Service for emergency generators and other items that may be necessary,	Incident Commander
o Set up staging area and designate Staging Officer,	Incident Commander
o Notify Fire Communications Center of the location of the staging area,	Incident Commander
o Ensure that responding units are directed to the staging area,	Incident Commander
o Coordinate with police for access & traffic controls into area of incident,	Incident Commander
o Coordinate with Police Department for general security of incident command post, staging area location(s),	Incident Commander





# Appendix I-11

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

### Command Element - SFFD

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel,	Chief of Department
o Establish a Department Command Center, as deemed necessary,	Chief of Department Deputy Chief, Operations
o Report status of rescue preparedness and capability to Mayor,	Chief of Department
o Designate and be prepared to have an appropriate Department representative report to the City Emergency Coordination Center, if activated,	Chief of Department
o Coordinate with Police Chief to provide personnel to conduct light search & rescue in event of need, responsibilities, and inter-face coordination protocols,	Chief of Department Deputy Chief, Operations
o Coordinate with Director, Department of Public Works concerning heavy rescue responsibility, needs, and interface coordination protocols,	Deputy Chief, Operations
o If a Department Command Center is established, ensure continuing contact is maintained by subordinate elements during the advisory period,	Deputy Chief, Operations
o Ensure preparation and maintenance of log of events at all Battalion District Headquarters and actions taken during prediction/advisory period,	Deputy Chief, Admin.
o Establish a routine communications and reporting system as necessary to the situation,	Deputy Chief, Admin.

Rescue Operations  
Response to Earthquake  
Prediction/Advisory

Command Element - SFFD - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Department of Public Works and Purchaser concerning needs for emergency generators and other equipment that might be needed for rescue operations.	Deputy Chief, Admin.
o Prepare After-action report of actions taken during the prediction/advisory period and submit to Departments/agencies as directed.	Deputy Chief, Admin.

--- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ---

Battalion Control - SFFD

--- \* ----- \* ----- \* ----- \* ----- \* ----- \* ----- \* ---

o Prepare and maintain log of events of actions taken during the advisory period.	Battalion Chief
o Prepare plans to establish District Command Post (CP) & staging area(s) for rescue operations in district.	Battalion Chief
o If a Department Command Center is established, maintain continuing contact during period of advisory.	Battalion Chief
o Initiate inventory of on-hand supplies and determine what rescue equipment is or should be available.	Battalion Chief
o Ensure equipment required for rescue operations is relocated to protected area(s).	Battalion Chief





## EMERGENCY PLAN - ANNEX J CONSTRUCTION & ENGINEERING OPERATIONS

San Francisco Office of Emergency Services





## Annex J

### CONSTRUCTION AND ENGINEERING OPERATIONS

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## Annex J

### CONSTRUCTION AND ENGINEERING OPERATIONS

#### J.1 Introduction

This annex describes construction and engineering operations, assigns responsibilities, establishes policies and procedures associated with natural disasters, technological incidents, and nuclear defense emergencies. Information is also provided on essential activities such as post-event inspection of facilities and structures, emergency debris clearance, route recovery, and construction of fallout shelters.

#### J.2 Objectives

The overall objectives of construction and engineering operations will be to:

- o Assess post-event serviceability of facilities, roads, and structures.
- o Conduct emergency repair and/or restoration of essential streets, roads and related bridges, overpasses, underpasses and tunnels.
- o Conduct emergency debris clearance and route recovery operations.
- o Conduct damage assessment activities.
- o Initiate abatement activities.
- o Conduct inundation response operations.
- o Develop fallout shelters, as might be required.

#### J.3 Concept of Operations

Construction and engineering activities during peacetime and nuclear defense emergencies will usually be associated with periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in **APPENDIX J, HAZARD-SPECIFIC RESPONSES**. Listings of local suppliers/providers of resources, support and services are provided in **Part Three, OPERATIONAL DATA**. (TBP)

##### J.3.1 Pre-Emergency Period.

The Pre-Emergency Period is divided into two phases as follows:

##### **Normal Preparedness Phase**

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOPs), and checklists detailing the disposition of resources in an emergency. Such plans and

### J.3.1 Pre-Emergency Period - cont'd.

procedures will provide for coordination and communication channels with governmental agencies and private sector construction and engineering firms. Facilities and structures required to support emergency operations will be identified and prioritized for post-event inspection. Resource listings will also be prepared and be maintained current.

#### Increased Readiness Phase

This phase could begin upon receipt of an accredited earthquake prediction/advisory, the warning of Tsunami or inundation, or a rapidly deteriorating international situation which could lead to a possible nuclear attack upon the United States. Increased readiness actions will include reviewing and updating response plans, SOP and resource information, and assuring that personnel, facilities, and equipment are operationally ready and available.

### J.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

#### Pre-Impact Phase

Actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should the City and County of San Francisco be impacted by an event such as a slow-rise inundation situation, a health endangering hazardous material incident, or nuclear attack. If a nuclear attack is imminent, all construction and engineering resources will be required for expedient fallout shelter construction and upgrading of designated buildings and facilities.

#### Immediate Impact Phase

Actions taken during this phase will be concentrated on safeguarding the well-being of people impacted by the event. Examples of such events are: a major earthquake, inundation, reservoir failure, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will include serviceability surveys, route recovery, restoration of essential services, damage assessment, debris clearance, and facility and area decontamination.

#### Sustained Emergency Phase

Actions during this phase will be concentrated, as required, on route recovery, clearing debris, and restoring essential services.

### J.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on operations such as the restoration of roads, bridges, essential services, and long-term reconstruction.

## J.4 Organization and Responsibilities

### J.4.1 City & County of San Francisco (Operational Area)

The Director, Department of Public Works is designated the Operational Area (City & County of San Francisco) Coordinator and is Chief of the Construction and Engineering Service. The Coordinator is a member of the Emergency Management Staff and has overall responsibility for coordinating construction and engineering operations, allocation of engineering resources (construction equipment, materials, and other related resources) required for post-event damage assessment of facilities and structures, emergency debris clearance, route recovery, fallout shelter construction, and other engineering operations. He will provide relevant information and submit all requests for support, as required, to the State OES Mutual Aid Region 2 Construction and Engineering Coordinator.

Organizations available to the City and County of San Francisco which could provide construction and engineering support are denoted in Enclosure J-1, SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES.

### J.4.2 State OES Mutual Region 2.

The Mutual Aid Region 2 Construction and Engineering Coordinator will have the overall responsibility for coordinating construction and engineering operations within the region, and will provide relevant information and submit all requests for support to the State Construction and Engineering Coordinator.

### J.4.3 State

The State Construction and Engineering Coordinator will have overall responsibility for coordinating statewide construction and engineering operations and requirements.

The following state agencies have varied capabilities and responsibilities for providing, or coordinating support as listed below:

#### California Conservation Corps

- o Provides personnel and/or equipment to support emergency debris clearance operations.
- o Provides work crews and other related support.

California Highway Patrol

- o Assess damage to streets and highways.
- o Close dangerous routes.
- o Remove obstructing vehicles.
- o Implement strict traffic control into and around impacted areas.
- o Assist CALTRANS with route recovery priorities.

Department of General Services (Office of the State Architect)

- o Responsible for clearance of debris from state-owned buildings, sewers, and water systems.

Department of Transportation (CALTRANS)

- o Assess damage to state highways.
- o Establish route recovery priorities.
- o Remove debris.
- o Make repairs and establish detours to restore highway transportation on selected routes.
- o Assist City agencies, as required.
- o Assist the California Highway Patrol with traffic regulation.

Department of Water Resources

- o Provides flood protection and control, and flood fighting services and related support.
- o Remove debris from and continues to operate State's flood control works and the State Water Project.

Office of Emergency Services

- o Coordinates debris clearance performed by state agencies.
- o Provides guidance to the City and state agencies in the preparation and submission of applications for Federal grants for emergency debris clearance.
- o Receives, processes and forwards applications for the Federal grants for cost of debris clearance.

Other State Agencies

- o Provides for the clearance of debris or rubble to alleviate damage or destruction to state facilities under their jurisdiction.



#### J.4.5 Federal

##### U.S. Army Corps of Engineers

- o Assists in flood emergency preparation, flood fighting and rescue operations, and flood control.
- o Assists with emergency debris clearance, demolition, and emergency repair or replacement of roads.

#### J.4.6 Private Sector

The Associated General Contractors (AGC) of America and the the Engineering and Grading Constructors (ECGA) are directly available to any legally constituted authority, or authorities, undertaking emergency operations.

The Structural Engineers Association of California (SEAOC) has a large number of volunteers who may be made available to support City efforts directed towards damage assessment and determining the serviceability of damaged buildings. Through the Association, other types of engineers (civil, Mechanical, electrical, safety, etc.) may be obtained.

The Concrete Sawing and drilling Association of California may provide assistance in heavy duty rescue operations.

#### J.5 Policies and Procedures

Policies and procedures relating to the post-event inspection of facilities and structures, emergency debris clearance, and route recovery are provided below. Policies relating to fallout shelter construction during nuclear defense emergencies are provide Appendix J, RESPONSE TO WAR EMERGENCY.

##### J.5.1 Post-Event Inspection of Facilities and Structures

The Post-event inspection of facilities and structures to determine serviceability will be conducted in accordance with the Damage Assessment Plan for Volunteer Engineers, and the Damage Assessment Plan for California Building Officials (published and issued separately by the State Office of Emergency Services.)

Priority should be given to assessment necessary to support emergency operations.

##### J.5.2 Emergency Debris Clearance

- o There is no provisions for reimbursing individual or private organizations for costs of emergency debris clearance from their own private property.

#### J.5.2 Emergency Debris Clearance - cont'd.

- o Eligibility criteria and administrative procedures relative to the application for Federal grants to assist in defraying costs incurred in performing emergency debris clearance are outlined in Section 3 (Recovery/Rehabilitation) of the California Emergency Plan and in the State Disaster Assistance Procedural Manual, published and issued separately.

#### J.5.3 Route Recovery

- o Field employees of the City will survey damage to roads and streets in their vicinity, and report information to their appropriate dispatch/control element(s).
- o Priorities will be given to:
  - + A quick assessment of damage to roads and streets, immediate access/egress needs.
  - + The identification, establishment, and operation of alternative routes.
  - + The reestablishment of service on essential roads and streets.
  - + Facilitating the earliest possible recovery.

#### J.5.4 Temporary Facilities

- o This activity will include overseeing the construction of temporary facilities, which could include emergency shelters, sanitation facilities, temporary road accesses, etc.
- o Priority needs for temporary facilities must be determined based upon damage reports of structures, systems, and equipment.
- o All temporary facility developments must be coordinated with the Fiscal Control Service to ensure adequate cost accounting methods and procedures.
- o Care must be taken to ensure adequate security for building materials and site protection, in coordination with the Law Enforcement and Traffic Control Service.
- o Information on temporary facilities completion should be provided to the City Emergency Coordination Center (ECC) for distribution to the public and other agencies, in coordination with the City Public Information Officer (PIO).

#### J.5.5 Emergency Sanitation Services

- o Under major natural disaster conditions which could affect the entire City, normal sanitation service may not be able to effect immediate emergency repairs.

#### J.5.5 Emergency Sanitation Services - cont'd.

- o This activity includes determining the status of the sanitation system, to recommend interim measures and oversee the provision of emergency repairs or control steps, in coordination with the Department of Public Health.
- o Immediate steps would include the detailed inspection of sanitation system and facilities, the setting of priorities for repair work, the provision of interim public sanitation services, and preparation of information to the public on sanitation, in coordination with the City Public Information Officer (PIO).



## SUPPORTING ORGANIZATIONS & RESPONSIBILITIES

### I. General

Construction and engineering operations are under the direction and/or oversight of the Director, Department of Public Works. In event of disaster, the Department of Public Works becomes the overall coordinator for construction & engineering, and damage assessment activities for the City and County of San Francisco.

However, extraordinary events, situations and incidents will occur which will require departments/agencies and the private sector to provide equipment, services, manpower and expertise which is not part of normal day-to-day operations of public works. Under these situations, elements outside the organizational structure of the Department of Public Works will have to be integrated into the emergency response structure of public works. The integrated organization will be designated and known as the Construction & Engineering Service.

This type support is addressed under this Annex and is categorized as Construction and Engineering Operations.

### II. City and County of San Francisco

The basic plan of the Construction & Engineering Service is divided into five functions, directed by the Chief of Engineering Services - Director, Department of Public Works. Personnel assigned to support the Chief of Engineering Services and reporting to the Emergency Coordination Center (ECC), 1003 Turk St., are:

#### Direction & Control

Chief .....	Director of Public Works.
Deputy .....	Deputy Director for Engineering.
Deputy .....	Executive Director, Clean Water Program.
Assistants .....	City Architect.
	Assistant to the Director.

#### Functional Areas

The five functions are:

- + Street Use.
- + Structure Use.

i. Functional Areas - cont'd.

- + Waste Disposal,
- + Records,
- + Housing, (activated in war emergency)

Each function is under a coordinator to direct the activities of each of the Public Works Bureaus and employees assigned from other City and private sector organizations.

Assignments to these functions are as follows:

- + Street Use Coordination - Coordinator: City Traffic Engr.  
Mobilization Area: All to Army Street Yard, 2323 Army St.

<u>Bureaus</u>	<u>Deputies</u>
Street Repair	Supt. of Parks
Traffic Engineering,	Supt., Street & Sewer
Engineering,	Repair
- Streets & Mapping	
- Construction,	
- Landscape Architecture, (GES)	
- Civil Engineering, (GES)	
Urban Forestry,	

- + Structure Use Coordination - Coordinator: Supt., Building  
Inspection  
Mobilization Area: All to Army Street Yard, 2323 Army St.

<u>Bureaus</u>	<u>Deputies</u>
Building Inspection,	Deputy City Architect,
Building Repair,	Supt., Building Repair,
Engineering (GES)	Chief, Special Projects,
- Structural,	
- Mechanical,	
- Electrical,	
Architecture	

- + Waste Disposal Coordination - Coordinator: Deputy Executive  
Director, CWP  
Mobilization Area: WPC and CWE to Southeast Treatment Plant  
others to Army Street Yard.

<u>Bureaus</u>	<u>Deputies</u>
Water Pollution Control,	Manager, BWPC
Clean Water Engineering,	Supt., Street Cleaning and UF
Street Cleaning,	
Sewer Repair,	



Assignments - cont'd.

- + Records Coordination - Coordinator: Deputy Director, FMA.  
Mobilization Area: All to Army Street Yard, 2323 Army St.

Department

Central Permit,  
General Office,  
OFFMA,

Deputies

Personnel Director,  
Finance & Budget Manager,  
Facilities Coordinator, BTC,  
Mgr., Central Permit Bureau.

- + \*Housing Coordination - Coordinator: Director, Real Estate.  
Mobilization Area: All to Army Street Yard, 2323 Army St.

Department

Real Estate,  
Assessor's Office

Deputies

Ass't. Director, Property,  
Assessor.

\* Only activated in war emergency.

### III. Private Sector

Additional support for the Construction & Engineering Service will be provided by Licensed Structural and Civil, and other engineering disciplines who are participants in the State Office of Emergency Services, PLAN BULL DOZER, Program. Request for such support will be initiated by the Chief of Engineering Services, or authorized representative, utilizing the mutual aid channel to the State Office of Emergency Services in Sacramento.

Additionally, requests for back-up support may be directed to local building contractors.

Real estate and insurance personnel knowledgeable in the area/field of property assessment may also provide assistance in damage assessment of the private sector housing/building stock.



Enclosure J-2



— DISTRICT BOUNDARY

● DISTRICT HQ's    ■ MULTI-PURPOSE STAGING AREA  
source: mayor's office of emergency services

EMERGENCY OPERATIONS DISTRICTS & FACILITIES

CITY & COUNTY OF SAN FRANCISCO



## EMERGENCY OPERATIONS DISTRICTS AND FACILITIES

- District 1: Area: North Beach, Chinatown, Financial District  
Headquarters: Firehouse, 1340 Powell nr. Broadway,  
Staging Area: Galileo High School, Van Ness & Bay,
- District 2: Area: Civic Center, Inner Mission  
Headquarters: Firehouse, 109 Oak St. at Franklin  
Staging Area: Civic Center Opera House/War Memorial
- District 3: Area: South of Market, Southern Waterfront,  
Headquarters: Firehouse, 36 Bluxome St. nr 4th,  
Staging Area: Hall of Justice, 850 Bryant bet 6th & 7th
- District 4: Area: Pacific Heights, Marina, Japantown,  
Headquarters: Firehouse, 2150 California at Laguna.  
Staging Area: Marina Middle School, 3500 Fillmore at  
Bay St.
- District 5: Area: Western Addition, Haight-Ashbury  
Headquarters: Firehouse, 1443 Grove St. nr Baker St.  
Staging Area: Kezard Stadium Area,
- District 6: Area: Mission, Noe Valley, Diamond Heights,  
Glen Park,  
Headquarters: Firehouse, 3880 26th St. nr. Church St.  
Staging Area: McAteer High School, Portola & O'Shaugh-  
nessy Blvds.
- District 7: Area: Richmond, Seacliff,  
Headquarters: Firehouse, 441 12th Ave nr Geary Blvd.  
Staging Area: Golden Gate Park, Polo Field.

EMERGENCY OPERATIONS DISTRICTS AND FACILITIES - cont'd.

District 8: Area: Sunset  
Headquarters: Firehouse, 2155 18th Ave. nr. Rivera  
Staging Area: Lowell High School, Eucalyptus at Middle-  
field Avenues.

District 9: Area: Outer Mission, Parkmerced.  
Headquarters: Firehouse, 1000 Ocean Ave. at Phelan Ave.  
Staging Area: City College of SF, Phelan off Ocean Ave.

District 10: Area: Potrero Hill, Bayview, Hunters Point,  
Visitation Valley.  
Headquarters: Firehouse, 2245 Jerrold Avenue.  
Staging Area: City & County Corporation Yard, Jerrold &  
Qunit Sts.  
Candlestick Park, Jamestown & Harney Way.



## Appendix J

### CONSTRUCTION AND ENGINEERING OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- J-1 Response to a Major Earthquake.
- J-2 Response to Hazardous Material Incident.
- J-3 Response to a Reservoir Failure.
- J-4 Response to a Conflagration.
- J-5 Response to a Tsunami Inundation.
- J-6 Response to a Seiche Inundation.
- J-7 Response to a Transportation Accident.
- J-8 Response to Civil Disturbance.
- J-9 Response to War Emergency.
- J-10 Response to Peacetime/Technological Incident.
- J-11 Response to Earthquake Prediction/Advisory.



# Appendix J-1

## EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

Action	Assigned Responsibility
o Insure an emergency communications channel is opened for all survey teams operating in the initial damage reconnaissance effort.	Dep. Dir., Operations Dep. Dir., Engineering Executive Dir., CWP
o Dispatch personnel or teams to survey extent of damage, landslides and other effects.	Dep. Dir., Operations Dep. Dir., Engineering Executive Dir., CWP
o Dispatch personnel or teams to assess conditions of predetermined key/critical facilities to determine extent of damage & ability to operate.	Dep. Dir., Operations Dep. Dir., Engineering Executive Dir., CWP
o Assure that equipment under cover is moved to open areas to prevent damage in the event of aftershocks.	Dep. Dir., Operations Dep. Dir., Engineering Executive Dir., CWP

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED ADJACENT JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED IN THE CITY, TAKE THE FOLLOWING ACTIONS, AS APPROPRIATE.

o Mobilize Construction & Engineering Service emergency response organization.	Director
o Report to the Emergency Coordination Center (ECC), 1003 Turk St., if activated.	Director
o Provide appropriate personnel to the City ECC, if activated.	Director
o Activate public, contractual forces, as required, to fill assessment needs.	Director
o Determine priorities for construction and engineering activities.	Director
o Allocate personnel and equipment in accordance with established priorities.	Director

Constr. & Engr. Operation  
Response to Major  
Earthquake

<u>Action</u>	<u>Assigned Responsibility</u>
o Identify conditions to the Commander (Mayor), Emergency Services Organization.	Director
o Advise the Commander (Mayor), Emergency Services Organization concerning the evacuation of hazardous structures.	Director
o Coordinate with the Resources and Support Services on the repair efforts for the utilities.	Director
o Initiate damage assessment procedures.	Director
o Provide the City Public Information Officer (PIO), Mayor's Press Secretary, the elements of information required for broadcast to the public.	Director
o If mutual aid is required, identify needs to State OES Mutual Aid Region 2 Construction & Engineering Coordinator.	Director
o Ensure that all DPW Bureaus prepare and maintain a log of activities, actions and events as might be needed to support development of After-Action Report and requests for subsequent reimbursements as might be available.	Director
o Prepare After-Action report of emergency operations and submit to departments/agencies as requested.	Director
o Mobilize personnel, heavy equipment and vehicles at designated Multi-purpose Staging Area(s).	Dep. Director, Operations
o Dispatch DPW radio communications personnel to SFFD District Headquarters Fire Station(s), as required.	Dep. Director, Operations
o Identify equipment, vehicle and personnel shortfalls.	Dep. Director, Operations Waste Disposal Coordinator

Constr. & Engr. Operations  
Response to Major  
Earthquake

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with CALTRANS and assist as requested in evaluation of safety of bridges, over/under-passes and highways.	Dep. Director, Engineering
o Coordinate with Red Cross to request Damage Assessment Team assistance within the private sector.	Dep. Director, Engineering
o Coordinate with State OES Region 2 Construction & Engineering Coordinator for Engineer Damage Assessment support teams.	Dep. Director, Engineering
o Organize heavy equipment crews to assist in rescue of trapped people, coordinate with SFFD.	Street Use Coordinator
o Organize crews to clear debris which hampers emergency response activities.	Street Use Coordinator
o Provide barricades for traffic and access control, coordinate with Police Department.	Street Use Coordinator
o Cordon-off area around hazardous structures.	Street Use Coordinator
o Evaluate City street system.	Street Use Coordinator
o Construct detours and alternate routes according to plans.	Street Use Coordinator
o Repair damage to designated essential routes.	Street Use Coordinator
o Coordinate with the Coroner for appropriate procedures in event dead persons are located during construction and engineering operations.	Street Use Coordinator Structure Use Coordinator
o Dispatch damage assessment personnel to SFFD District Headquarters Fire Stations.	Structure Use Coordinator

Constr. & Engr. Operations  
Response to Major  
Earthquake

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign teams to inspect buildings & structures critical to emergency operations and public safety.	Structure Use Coordinator
o Coordinate with Welfare & Shelter Service for special needs relating to required shelter facilities.	Structural Use Coordinator
o Coordinate with Emergency Medical Service for appropriate procedures in event injured persons are located during construction & engineering operations.	Structural Use Coordinator Street Use Co-ordinator
o Determine second phase operation for evaluation of public buildings and facilities.	Structure Use Coordinator
o Coordinate and/or arrange for damage assessment and evaluation of private sector buildings and facilities.	Structure Use Coordinator
o Evaluate City sewer and Treatment Plant system.	Waste Disposal Coordinator
o Repair damage to sewer and Treatment Plant system	Waste Disposal Coordinator
o Provide for temporary disaster debris refuse collection and disposal.	Waste Disposal Coordinator
o Coordinate volunteer forces.	Records Coord.
o Open and maintain logs, journals, maps and charts.	Records Coord.
o Establish communications network with monitoring and reporting stations.	Records Coord.
o As emergency operations close down, close-out logs and journals and finance records. Convert finance records posting to the recovery period.	Records Coord.



## Appendix J-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Provide personnel to the Emergency Coordination Center (ECC), if activated.	Director
o Ensure maintenance of log of activities and actions taken during emergency period.	Director
o Prepare After-Action Report of emergency actions and distribute to departments/agencies as directed.	Director
o Upon notification of a hazardous materials incident, coordinate with on-scene Incident Commander to determine Dept. of Public Works support requirements.	Dep. Director, Operations Exec. Dir., CWP
o Set up on-site command post in coordination with the Incident Commander.	Dep. Director, Operations
o Provide equipment and crews to support the hazardous material response team as might be requested.	Dep. Director, Operations Exec. Dir., CWP
o Ensure that personnel have adequate protective clothing & equipment for operating in hazardous areas; coordinate with Environmental Health, DPH.	Dep. Director, Operations Exec. Dir., CWP
o Insure that personnel committed to the scene are properly oriented to the hazard, coordinate with Environmental Health, DPH.	Dep. Director, Operations Exec. Dir., CWP
o Coordinate decontamination actions with the SFFD Hazardous Material Response Unit and Department of Public Health Environmental Health Unit.	Exec. Dir., CWP
o Open and maintain logs and journals, maps and charts as appropriate to the situation.	Dep. Dir. FMA
o As the emergency operation is phased-down, close out logs & journals and financial records.	Dep. Dir. FMA



### Appendix J-3

#### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare to provide personnel to the Emergency Coordination Center (ECC), if activated.	Director
o Provide personnel to the ECC when activated.	Director
o Ensure preparation of log of activities and actions taken during emergency period.	Director
o Determine need for mutual aid and requirement needs.	Director
o Maintain coordination with Fire and Police Departments to insure population warning, as the situation develops.	Director
o Provide the City Public Information Officer (PIO), Mayor's Press Secretary, in coordination with the SF Water Department, the elements of information required to be broadcast to the public.	Director
o Prepare After-Action Report of emergency operations and distribute to departments as required	Director
o Set up on-site command post in coordination with Incident Commander.	Dep. Director, Operations
o Establish and test a communication net as needed for disaster operations.	Dep. Director, Operations
o Move construction equipment to designated Multi-purpose Staging Area(s).	Dep. Director, Operations
o Estimate sandbag requirements and procure needed supplies.	Dep. Director Operations
o Assist SF Water Department to sandbag areas and facilities as requested.	Dep. Director, Operations
o Obtain and allocate personnel and material required to support emergency operations.	Dep. Director, Operations

Constr. & Engr. Operations  
Response to Reservoir  
Failure

<u>Action</u>	<u>Assigned Responsibility</u>
o Dispatch damage assesment teams to inundation area(s), as required.	Dep. Director, Operations Street Use Co-ordinator Structure Use Coordinator Waste Disposal Coordinator
o Coordinate with SF Water Department to assist in efforts to reinforce reservoir as feasible.	Dep. Director, Engineering
o In coordination with the SF Water Department, monitor status of reservoir condition.	Dep. Director, Engineering
o Place damage assessment teams on standby alert.	Dep. Director, Engineering
o Evaluate effects of the inundation waters upon facilities.	Dep. Director, Engineering Dep. Director, Operations Exec. Dir., CWP
o Open and maintain logs and journals of activities, maps and charts as required.	Dep. Director,
o Continue sandbagging efforts as feasible.	Street Use Coord Waste Disposal Coordinator
o Begin debris clearance as situation permits.	Street Use Coord Waste Disposal Coordinator
o Provide equipment and crews to assist in rescuing trapped persons as required.	Street Use Coord
o When inundation waters recede, inspect structures for hazards.	Structure Use Coordinator
o As operations phase-down, close out logs/journals and financial records.	Records Coord.

# Appendix J-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO CONFLAGRATION

Action	Assigned Responsibility
o Place Construction and Engineering Personnel on standby alert.	Director
o Evaluate need for an additional communications and reporting system.	Director
o Provide appropriate personnel to report to Emergency Coordination Center (ECC) 1003 Turk St.	Director
o Review and coordinate impact(s) upon department facilities in or near conflagration area.	Director
o Coordinate support requirements with the fire department.	Director Dep. Director, Operations
o Provide emergency equipment as requested.	Director Dep. Director, Operations
o Determine priorities for construction & engineering activities needed support SFFD.	Director Dep. Director, Operations
o Initiate liaison with State OES Mutual Aid Region 2, as might be required.	Director Dep. Director, Operations
o Ensure preparation of logs of activities and actions taken by DPW elements during emergency.	Director
o Prepare After-Action Report of emergency operations and submit to departments/agencies as requested.	Director
o Set up on-site Command Post in coordination with SFFD Incident Commander.	Dep. Director, Operations
o Establish equipment staging area(s) in coordination with SFFD Incident Commander.	Dep. Director, Operations

Constr. & Engr. Operations  
Response to Conflagration

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize personnel, heavy equipment and vehicles at designated Multi-purpose Staging Area(s).	Dep. Director Operations
o Coordinate with sewage treatment facilities concerning water discharge in sewer system and impacts.	Exec. Director, CWP
o Organize crews to clear debris.	Street Use Coordinator
o Provide barricades for traffic and access controls, coordinate with Police Department.	Street Use Coordinator
o Construct detours and alternate routes as directed.	Street Use Coordinator
o Evaluate the City street system.	Street Use Coordinator
o Organize and dispatch damage assessment teams as directed.	Structure Use Coordinator
o Determine second phase operations for evaluation of affected public buildings and facilities.	Structural Use Coordinator
o Open and maintain logs and journals, maps and charts to record activities and actions taken during emergency.	Records Coord.
o As emergency operations close down, close out logs and journals and finance records. Convert finance record posting to the recovery phase.	Records Coord.



## Appendix J-5

### EMERGENCY ACTION CHECKLIST RESPONSE TO TSUNAMI INUNDATION

#### TSUNAMI WARNING PERIOD

<u>Action</u>	<u>Assigned Responsibility</u>
o Place construction and engineering personnel and equipment on alert.	Director
o Identify possible equipment staging areas in coordination with Fire and Police Departments.	Director Dep. Director, Operations
o Evaluate need for additional communications and reporting system.	Director Dep. Director, Operations
o Coordinate support requirements with the Fire Department.	Director
o Ensure preparation of logs of activities and actions taken during warning period.	Director
o Evaluate need for sandbags and sandbagging requirements, procure materials as necessary.	Dep. Director, Operations
o Alert sewage treatment facilities located in or in proximity to potential inundation area(s), to possible inundation and/or evacuation of facility.	Exec. Dir., CWP

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#### TSUNAMI INUNDATION

o Provide personnel to the Emergency Coordination Center (ECC) if activated.	Director
o Determine priorities for construction and engineering activities.	Director Dep. Director, Operations
o Evaluate effect of the inundation incident upon facilities.	Director

Constr. & Engr. Operations  
Response to Tsunami  
Inundation

TSUNAMI INUNDATION - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare After-Action Report of emergency operations and submit to departments/agencies as requested.	Director
o Mobilize personnel, heavy equipment and vehicles at designated multi-purpose staging areas, as directed.	Dep. Director, Operations
o Organize crews to clear debris.	Street Use Co-ordinator
o Provide barricades for traffic and access controls, coordinate with Police Department.	Street Use Co-ordinator
o Determine needs for a detailed damage assessment effort.	Structure Use Coordinator
o Organize damage reconnaissance team(s) and place on standby alert.	Structure Use Coordinator Street Use Co-ordinator
o Open and maintain logs and journals of activities and actions taken, maps and charts.	Records Coord.
o As the emergency operation closes down, close out logs and journal and finance records. Convert finance record posting to the recovery phase as appropriate.	Records Coord.

# Appendix J-6

## EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

Action	Assigned Responsibility
o Place construction and engineering personnel and equipment on standby alert.	Director
o Identify possible staging area locations(s) in coordination with Fire and Police Departments.	Director Dep. Director, Operations
o Evaluate need for an additional communications and reporting system.	Director
o Coordinate support requirements with the Fire Department.	Director Dep. Director, Operations
o Provide appropriate personnel to the Emergency Coordination Center (ECC), if activated.	Director
o Ensure preparation of logs of activities and actions taken during emergency.	Director
o Determine priorities for construction and engineering activities.	Director
o Evaluate effect of the inundation upon facilities and infrastructure.	Director
o Prepare After-Action Report of emergency operations and submit to departments/agencies as requested.	Director
o Mobilize personnel, heavy equipment and vehicles at designated Multi-purpose Staging Areas, as directed.	Dep. Director, Operations
o Contact sewage treatment facilities to determine impact of inundation water on facilities & system.	Exec. Dir., CWP
o Organize crews to clean up debris.	Street Use Co- ordinator

Constr. & Engr. Operations  
Response to Seiche  
Inundation

<u>Action</u>	<u>Assigned Responsibility</u>
o Dispatch debris clearance crews.	Street Use Co-ordinator
o Provide barricades for traffic and access controls, coordinate with Police Department.	Street Use Co-ordinator
o Determine needs for a detailed damage assessment effort.	Structure Use Coordinator
o Organize and dispatch damage reconnaissance teams,, as directed.	Structure Use Coordinator
o Organize and dispatch damage assessment teams, as directed.	Structure Use Coordinator
o Open and maintain logs and journals of activities and actions taken during emergency, maps and charts.	Records Coord.
o As the emergency operation closes down, close-out logs and journals and finance records. Convert finance record posting to the recovery phase as appropriate.	Records Coord.

## Appendix J-7

### EMERGENCY ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place construction and engineering personnel and equipment on standby alert.	Director
o Designate personnel to be available around the clock if required.	Director
o Determine location of the police and fire department on-scene command post(s).	Director Dep. Director, Operations
o Provide appropriate personnel to the Emergency Coordination Center (ECC), if activated.	Director
o Coordinate emergency response plans with the fire and police departments.	Director Dep. Director, Operations
o Determine, in coordination with the fire and police departments (Incident Command Post) location of staging area(s), as required.	Director Dep. Director, Operations
o Ensure preparation of logs of activities and actions taken during emergency.	Director
o Provide emergency equipment and/or coordinate with Resources and Support Section(s) for acquisitions as appropriate.	Director Dep. Director, Operations
o Develop and coordinate communications requirements, for long term field operations, with the Resources and Support Section.	Director Records Coord.
o Coordinate with the Red Cross for damage assessment teams for evaluation of the private sector, as appropriate.	Director Dep. Director, Engineering
o Activate emergency plans for restoration of services and facilities as appropriate.	Director
o Prepare After-Action Report(s) of emergency operations and submit to departments/agencies as directed.	Director

Constr. & Engr. Operations  
Response to Transportation  
Accident

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize construction and engineering personnel and equipment.	Dep. Director, Operations Dep. Director, Engineering
o Set up DPW on-site command post in coordination with Incident Commander.	Dep. Director, Operations
o Provide liaison and/or coordinating personnel to the on-scene Incident Commander.	Dep. Director, Operations
o Coordinate debris clearance effort with the fire department.	Dep. Director, Operations
o Coordinate with fire and police for assistance in clearing areas as might be necessary.	Dep. Director, Operations
o Organize work crews to accomplish the work plan as developed for the incident.	Street Use Co-ordinator
o Determine heavy equipment needs for debris clearance. Contract for needs as appropriate.	Street Use Co-ordinator
o Dispatch debris clearance elements as soon as conditions permit.	Street Use Co-ordinator
o Allocate resources as directed.	Street Use Co-ordinator
o Assist with personnel & equipment in search and rescue operations as requested.	Street Use Co-ordinator
o Determine needs for detailed damage assessment of services and facilities.	Street Use Co-ordinator
o Activate plans for damage assessment of affected services and facilities.	Structure Use Coordinator Street Use Co-ordinator
o Initiate and maintain logs and journals of emergency response activities.	Records Coord.
o Close-out logs & journal and finance records incident to the emergency.	Records Coord.



# Appendix J-8

## EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

Action	Assigned Responsibility
o Alert construction and engineering personnel, as appropriate, to the situation.	Director
o Designate personnel to be available around the clock.	Director
o Determine location of Police and Fire Department on-scene command post(s).	Director Dep. Director, Operations
o Provide appropriate personnel to the Emergency Coordination Center (ECC), if activated.	Director
o Ensure preparation of logs of activities and actions taken during emergency situation.	Director
o Coordinate emergency response plans with the Police Department	Director Dep. Director, Operations
o Determine, in coordination with the Police Department, location of staging area(s), as might be needed.	Director Dep. Director, Operations
o Coordinate with Police Department for security of staging area(s) and other security requirements.	Director Dep. Director, Operations
o Determine impact upon department (DPW) facilities in or near area of disturbance.	Director Dep. Director, Operations
o Coordinate debris clearance requirements with Police Department.	Director Dep. Director, Operations
o Coordinate with Police Department for assistance, as might be required, in clearing area(s).	Director Dep. Director, Operations
o Coordinate with Red Cross for damage assessment teams, as needed, for evaluation of the private sector.	Director Dep. Director, Operations

Constr. & Engr. Operations  
Response to Civil  
Disturbance

<u>Action</u>	<u>Assigned Responsibility</u>
o Activate emergency plans for restoration of services and facilities.	Director
o Prepare After-Action Report(s) of emergency operations and submit to departments/agencies as directed.	Director
o Mobilize construction and engineering personnel as might be appropriate.	Dep. Director, Operations Dep. Director, Engineering
o Set up DPW on-site command post, in coordination with Police Department, and designate back-up location.	Dep. Director, Operations
o Provide liaison/coordinating personnel to the on-scene Incident Commander.	Dep. Director, Operations
o Evaluate need for additional communications and reporting systems for long term field operations.	Dep. Director Operations Records Coord.
o Organize work crews to accomplish work plans as appropriate to the situation.	Street Use Co-ordinator
o Provide barricades for traffic and access control as requested, coordinate with Police Department.	Street Use Co-ordinator
o Allocate resources as directed.	Street Use Co-ordinator
o Determine heavy equipment needs for debris clearance. Contract for needs as appropriate.	Street Use Co-ordinator
o Dispatch debris clearance elements as soon as conditions permit.	Street Use Co-ordinator
o Determine needs for detailed damage assessment.	Street Use Co-ordinator

Constr. & Engr. Operations  
Response to Civil  
Disturbance

<u>Action</u>	<u>Assigned Responsibility</u>
o Activate plans for damage assessment as needed.	Structure Use Coordinator
o Initiate and maintain logs and journals of emergency response activities.	Records Coord.
o Close out logs and journals and any finance records incident to the emergency response activities.	Records Coord.



## Appendix J-9

### EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

#### NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Review and update Service Annex.	Director
o Update organization plan and assignment of personnel.	Director
o Establish communications requirements, as needed.	Director
o Initiate refresher training of personnel to familiarize them with emergency plan and assignments.	Director
o Determine what normal activities and services can be deferred or curtailed to free manpower, equipment and funds for emergency preparations.	Director
o Designate personnel to be available for around the clock response.	Director
o Defer or curtail all non-essential services. Cancel leaves and days off or recall all personnel on leave and start two shift operations. Make specific assignments to emergency duty stations. All on order as required.	Director
o Initiate communications checks, as needed.	Director
o Place construction and engineering personnel on standby alert.	Director
o Mobilize construction and engineering planning personnel, as needed.	Director
o Initiate and coordinate expedient shelter construction and emergency physical improvement of existing buildings, to provide additional shelter spaces.	Director Director
o Alert Radio and TV Stations to broadcast instructions on preparing expedient shelter space (Coordinate with SF Office/Emergency Services and City Public Information Officer - Mayor's Press Secretary.).	Director

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate broadcast instructions on preparing expedient shelter protection and space.	Director
o Provide appropriate personnel to Emergency Coordination Center (ECC), if activated.	Director
o Report status of readiness to Commander (Mayor) of Emergency Services Organization through the Director, Office of Emergency Services.	Director
o In coordination with the Resources and Supply Support Service, recruit and train auxiliary personnel to upgrade the Construction and Engineering Service capabilities.	Dep. Director, Operations Dep. Director, Engineering
o Identify and inventory supplies and equipment which might be required for emergency response.	Dep. Director, Operations
o Initiate and maintain logs and journals of activities for emergency preparedness.	Records Coord.
o Close out logs and journal and any finance records incident to the emergency if alert is cancelled.	Records Coord.
-- * ----- * ----- * ----- * ----- * ----- * ----- * ----- * ----- * -----	

ATTACK

o If not accomplished, complete deployment of equipment and personnel.	Director
o Poll, if possible, Construction and Engineering Service functions to determine extent of damage and if they are still able to function.	Director Dep. Director, Operations
o Disseminate information to all service functions to suspend operations if alerted to arrival of fallout.	Director Dep. Director, Operations
o Advise service functions of estimated fallout arrival time and severity, if available.	Director Dep. Director, Operations



ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Keep service functions advised of developing fallout threat.	Director Dep. Director Operations
o Schedule decontamination of equipment and facilities.	Director
o Coordinate with Commander (Mayor) of Emergency Services Organization for priority of restoration of facilities and services.	Director
o Advise Commander (Mayor) of status of Construction and Engineering Service capabilities.	Director
o Prepare After-Action Report of emergency operations and submit to departments and agencies as requested.	Director
o Coordinate construction and engineering assistance as requested.	Dep. Director, Operations Dep. Director, Engineering
o Initiate logs and journal of emergency response activities.	Records Coord.
o Close out logs and journals and any finance records incident to the emergency.	Records Coord.



# Appendix J-10

## EMERGENCY ACTION CHECKLIST RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

Action	Assigned Responsibility
o Alert key personnel to the situation.	Director
o Poll facilities in potential danger area (i.e., downwind) to determine situation in the vicinity and the possibility for the need to relocate.	Director Dep. Director Operations
o If the City Emergency Coordination Center (ECC) is activated, ensure appropriate representatives report to the Center on Turk St.	Director
o If necessary, appoint a DPW Public Information Officer (PIO) for period of emergency; coordinate with Chief of Department, SFFD for release of information.	Director
o Upon notification of an incident, coordinate with SFFD, as might be necessary, to determine DPW support requirements	Director Dep. Director Operations
o If needed for response, coordinate with fire and police for access, as deemed necessary, into area of situation.	Director Dep. Director, Operations
o Ensure preparation and maintenance of log of events and actions taken during emergency.	Director
o Prepare After-Action Report of emergency operations and submit to departments/agencies as directed.	Director
o Determine location of on-scene Command Post.	Dep. Director, Operations
o Set up an on-site command post in coordination with Incident Commander.	Dep. Director, Operations
o Provide equipment and crews to support emergency response team as might be required.	Dep. Director, Operations
o Ensure that personnel have adequate protective clothing & equipment for situation; coordinate with DPH Environmental Health element.	Dep. Director, Operations

Constr. & Engr. Operations  
Response to Peacetime/  
Technological Incident

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that personnel committed to the scene are properly oriented to the situation, coordinate with Environmental Health, DPH and SFFD.	Dep. Director, Operations
o Coordinate location and set up of equipment staging area with on-scene Incident Commander.	Dep. Director, Operations
o Dispatch units, as requested, to incident site and to report to Incident Commander.	Dep. Director, Operations Street Use Coordinator
o Coordinate decontamination actions with the SFFD Hazardous Material Response Unit and Department of Public Health Environmental Unit.	Dep. Director, Operations
o Open and maintain logs and journals of actions taken during emergency period, maps and charts.	Dep. Dir, FMA
o As the emergency operation is phased- down, close out logs & journals and financial records.	Dep. Dir, FMA
o Provide barricades for traffic and access controls.	Street Use Coordinator

# Appendix J-11

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

Action	Assigned Responsibility
o As might be directed by the Mayor or authorized representative, alert key staff personnel to potential situation.	Director
o Establish a Department Command Center, as deemed necessary.	Director Dep. Director, Operations
o Report status of preparedness to Mayor through Director, Office Emergency Services.	Director
o Designate and be prepared to have appropriate Department representative(s) report to the City Emergency Coordination Center (ECC), if activated.	Director
o Alert all facilities to conduct inspection of facility and initiate protective mitigation measures.	Director Dep. Director, Operations Dep. Director, Engineering Exec. Dir, CWP
o If a Department Command Center is established, ensure continuing contact is maintained by department elements during the advisory period.	Director Dep. Director, Operations Dep. Director, Engineering Exec. Dir, CWP
o Ensure preparation and maintenance of log of events and actions taken during prediction/advisory period	Director
o Prepare After-Action Report of actions taken during the prediction/advisory period and submit to departments/agencies as directed.	Director
o Relocate vehicles and equipment located in covered storage to outside areas.	Dep. Director, Operations

Constr. & Engr. Operations  
Response to Earthquake  
Prediction/Advisory

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate need for emergency power at critical facilities, in event of need, and if emergency power is not already available,	Dep. Director, Operations
o Establish a routine communications and reporting system as necessary to the situation,	Dep. Director, Operations,
o Initiate inventory of on-hand supplies and determine what will be available if needed,	Dep. Director, Operations
o Develop and coordinate plans for damage assessment, in event of need, of predetermined critical facilities - public and private sector,	Dep. Director, Engineering
o Open and maintain log of activities and actions taken during prediction/advisory period,	Records Coord.
o Alert equipment suppliers to possible needs in event of disaster,	Records Coord. Dep. Director, Operations
o Conduct general site inspections to assure good storage practices and protective measures have been initiated.	All Department Heads/Bureau Chiefs.







## EMERGENCY PLAN - ANNEX K

### RESOURCES AND SUPPORT OPERATIONS

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+ + + + +
+
+   This Annex describes how resources and support operations
+   will be conducted in a disaster or major emergency.
+
+
+
+   Responsible      Office of Chief Administrative Officer
+   Department:
+
+
+   Cooperating      Purchaser
+   Departments/      Civil Service - personnel
+   Agencies:         Municipal Railway
+                   S.F. Water Department
+                   Hetch Hetchy - heat, light & power
+                   Department of Electricity
+                   Controller
+                   P.C. & E.
+                   Pacific Bell Telephone Co.
+                   A. T. & T.
+
+ + + + +
+
+   White Pages:     Common or "generic" text which provides in-
+                   formation concerning resources and support
+                   operations.
+
+   Yellow Pages:     Portion specifically developed by the Pur-
+                   chaser, Civil Service, Municipal Railway,
+                   Water Department, Hetch Hetchy, Dept. of
+                   Electricity, Controller, and P.C. & E. for
+                   their organization and operations.
+
+ + + + +

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Please send any corrections or additions to:  
San Francisco Office of Emergency Services



## Annex K

### RESOURCES AND SUPPORT OPERATIONS

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## Annex K

### RESOURCES AND SUPPORT OPERATIONS

#### K.1 Introduction

This Annex addresses policies and procedures for providing or coordinating the provision of services, equipment and supplies to support operations associated with natural disasters, technological incidents, and nuclear defense emergencies. It describes the governmental organization responsible for providing resources and support (supply/procurement, personnel, transportation utilities, communications, and fiscal control) and the elements of the private sector that normally provide commodities and services. These activities may be subject to special orders and regulations promulgated by the Governor during a State of Emergency or a State of War Emergency (see Enclosure 1-1, **AUTHORITIES AND REFERENCES, Part One.**)

#### K.2 Objectives

The overall objectives of resources and support will be to:

- o Procure and allocate essential resources (personnel and material) to support emergency operations.
- o Oversee the warehousing and distribution of food and other essential supplies.
- o Procure and allocate required transportation resources.
- o Maintain water, electrical, communications and other services.
- o Provide supplies for mass care facilities, multi-purpose staging areas and medical facilities.
- o Establish preattack control over the use of resources in a manner basically compatible with the post-attack oriented California Emergency Resources Management Plan.

#### K.3 Concept of Operations

Resources and support activities during peacetime and nuclear defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in **Appendix K, HAZARD-SPECIFIC RESPONSES**. Listings of local suppliers/providers of resources, support and services are provided in **Part Three, OPERATIONAL DATA**.

### K.3.1 Pre-Emergency Period

The Pre-Emergency Period is divided into two phases as follows:

#### Normal Preparedness Phase

During this phase, emphasis will be placed on preparing supporting plans, Standing Operating Procedures (SOPs) and checklists detailing the disposition of resources in an emergency. Such plans and procedures will provide for coordination and communication channels with governmental agencies and elements of the private sector that normally provide commodities and services. Resource listings will be prepared and maintained current.

#### Increased Readiness Phase

This phase could begin on receipt of an accredited earthquake prediction or advisory, Tsunami warning, inundation warning, or a rapidly deteriorating international situation which could lead to a possible nuclear attack. Increased readiness actions will include reviewing and updating plans, SOPs, and resource information, and assuring that personnel, facilities, and equipment are operationally ready and available for emergency use. If there is a possibility that a large number of persons will be required to relocate from potentially hazardous area (e.g., crisis relocation), preparations will be made to reconfigure distribution systems (food, fuel, etc.).

### K.3.2 Emergency Period

The Emergency Period is divided into three phases as follows:

#### Pre-Impact Phase

Most actions to be accomplished during this phase would be precautionary and would be centered around taking appropriate countermeasures to protect people should the City be impacted by an event such as a slow-rise inundation situation, a health endangering hazardous material incident, or a war emergency. If movement is ordered, buses and other transportation will be used to move relocatees to Mass Care Facilities. Transportation resources must also be organized to provide for the delivery of supplies to Mass Care Facilities and to sustain the relocated population.

#### Immediate Impact Phase

Actions taken during this phase will be concentrated on the well-being of people impacted by an event such as a major earthquake, inundation, a large explosion, a release of hazardous materials, or a nuclear attack. Priority activities will include restoring essential services and assessing damage.

### K.3.2 Emergency Period - cont'd.

#### Sustained Emergency Phase

As early lifesaving and property-protecting actions continue, attention can be given to sustaining populations in both hazard and Mass Care Facilities, and the continued delivery of essential equipment and supplies.

### K.3.3 Post-Emergency Period (Recovery)

Priorities during this period will be focused on continuing to provide essential services and assisting in recovery operations.

## K.4 Organization and Responsibilities

### K.4.1 City

The City Resources and Support Coordinator, who is a member of the Emergency Management Staff, will be assisted by the following Support Services with general responsibilities as indicated:

#### Supply/Procurement & Warehousing - Purchaser

Coordinates the procurement, warehousing, and distribution of essential supplies, including food, fuel, and health supplies.

#### Personnel - Civil Service

Coordinates the allocation of personnel and registration of volunteers

#### Transportation - Municipal Railway

Coordinates the allocation of transportation resources - public and private sector - required to move people, equipment, and essential supplies.

#### Utilities - San Francisco FUC

Coordinates the continued operation of water, gas, and electric services and, as required, any redirection of services within the City.

#### Communications - Department of Electricity

Coordinates the continued operation and maintenance of City government radio and wireline communication facilities and equipment, and restoration of area (City) communication service (telephone).

#### K.4.1 City - cont'd.

##### Fiscal Control - Controller

Coordinates maintaining of fiscal records and payment to vendors for supplies and equipment usage as well as determining cost considerations or alternative fiscal strategies associated with incident planning or mitigation activities.

Organizations locally available to provide resources and other support are noted and discussed in Enclosure K-1, SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES.

#### K.4.2 Operational Area (City & County of San Francisco)

The Operational Area Resource and Support Coordinator will have the overall responsibility for coordinating City resources and support operations and will provide relevant information and submit all requests for support to the State OES Mutual Aid Region 2 Resource Coordinator. (Individuals at the Mutual Aid Region are also referred to as Resources Coordinators.)

#### K.4.3 OES Mutual Aid Region 2

The Mutual Aid Region 2 Resource Coordinator, will function under the direction of the State OES Regional Manager, and will be responsible for coordinating appropriate resources and/or support activities. The Coordinators will have the overall responsibility for operations within their respective areas of interest. All relevant information and requests for support will be submitted to the Resource Coordinator.

#### K.4.4 State

The State OES Director, or designated representative, will have overall responsibility for coordinating statewide resources and support operations and requirements. The state agencies listed below have varied capabilities and responsibilities for providing, or coordinating the provisions of, resources and services:

##### Supply/Procurement

Principal: Department of General Services (Office of Procurement)

##### Food

Principal: Department of Food and Agriculture

Support: Department of Fish and Game

#### K.4.4 State - Supply/Procurement - cont'd.

##### Fuel

Principal: Energy Commission  
Support: Department of Conservation

##### Personnel

Principal: Employment Development Department  
Support: Departments of Correction, Education, and Forestry;  
Military Department; Personnel Board; California  
Youth Authority; University of California; Community  
Colleges

##### Transportation

Principal: Department of Transportation  
Support: California Highway Patrol; California Maritime Academy  
Departments of General Services (Fleet Administration  
Division), Motor Vehicles, Transportation, Boating and  
Waterways; Military Department; Public Utilities Com-  
mission

##### Utilities

Principal: Office of Emergency Services (Utilities Division)  
Support: Energy Commission; Department of Water Resources;  
Public Utilities Commission

#### K.4.5 Federal

During peacetime emergencies, certain federal agencies can provide resources and support to state and local governments under separate statutory authorities. Following a Presidential declaration of an Emergency or Major Disaster assistance provided by federal agencies will be by the designated Federal Coordinating Officer (FCO).

During nuclear defense emergencies, particularly following a nuclear attack the Federal Government would direct and control production, distribution, acquisition, and use of critical resources to meet essential civilian, military atomic energy, civil defense, emergency government, and foreign requirements when warranted by emergency conditions. To the extent possible, the Federal Government would identify those essential activities, and provide guidance to all producers, distributors, suppliers, and consumers of goods and services



## K.4.6 Private Sector

### K.4.6.1 Transportation Industries

Transportation industries function under their own management and operate their systems and facilities to provide the maximum possible service within their capabilities and to fill essential needs as specified by appropriate federal, state, and local government authorities. This includes responsibility for continuity of management, protection of personnel and facilities conservation of supplies, restoration of damaged lines and terminals, re-routing, expansion or improvement of operations, and the securing of necessary personnel, materials, and services.

### K.4.6.2 Utility Companies

The utility companies of California, in mutual support of each other and the state and local governments, have provided a representative to State DES to manage the Utilities Division. The Division has developed the State of California Utilities Emergency Plan which provides for Electric, Gas, and Water Coordinators at the Mutual Aid Region and State levels. The Coordinators, who are selected representatives of the various utility organizations, provide a channel for mutual aid and other support required. The Utilities Emergency Plan will be utilized during both major peacetime and war emergency. (see Enclosure K-2, Organization Chart, PG&E, San Francisco Division ).

## K.5 Policies and Procedures

Policies and procedures for the various resources and support functions during peacetime emergencies are provided below. Special policies and procedures relating to nuclear defense emergencies are provided in Appendix K, RESPONSE TO WAR EMERGENCY.

### K.5.1 Supply/Procurement

City government will be responsible for the receipt and local distribution of vital resources and the implementation of control procedures to ensure that basic human needs are met. City prescribed procurement, contracting, and claim procedures will be used in order that documentation required for the ultimate payment of emergency costs can be accomplished and incurred expenses can be equitably reimbursed.

### K.5.2 Personnel

- o San Francisco Civil Service should to the maximum extent practicable:
  - Register, classify, and assign all available personnel;
  - Consult with management and labor to establish personnel priorities;



#### K.5.2 Personnel - cont'd.

- Estimate personnel requirements of local agencies to support emergency operations and advise the Mutual Aid Region 2 Personnel Coordinator of anticipated deficiencies;
- o The provision of nonprofessional and unskilled temporary help will be coordinated with the appropriate Personnel Officer.
- o Existing or emergency job clearance practices will be utilized for matching workers to jobs both within and outside the hazard areas.
- o If employment stabilization programs must be established, consideration will be given to the following:
  - Modification of hiring practices;
  - Needed adjustments in hours of work;
  - Incentive measures, including reemployment rights for individuals accepting, upon request of personnel officials, positions in high priority activities;
  - Emergency registration by skill, age, physical fitness, or other characteristics, on an area basis as necessary.
- o All agencies assigned emergency responsibilities should, in coordination with the San Francisco Civil Service Personnel Officer, pre-identify sources of supplemental personnel.
- o Agencies requiring supplemental professional or other highly-skilled personnel (e.g. medical, health, and engineers) should recruit and register, in coordination with professional societies and organizations, such personnel prior to the onset of emergencies. To meet additional requirements, such agencies should apprise appropriate personnel authorities of specific personnel qualifications and job requirements in order to screen and refer personnel effectively.

#### K.5.3 Transportation

- o Transportation resources will normally be provided for:
  - Transporting persons from threatened, impacted, or untenable areas;
  - Transporting essential equipment, supplies, and other resources;
  - Transporting emergency workers from staging to hazard areas;
  - Transporting potable water to points of consumption;
  - Serving as auxiliary ambulances.
- o Where possible, emergency workers will be organized into groups and transported by the San Francisco Municipal Railway.
- o Limited mobility groups (persons requiring public transportation) will be moved by the best available mode of transportation, with consideration being given to distance to be traveled, turnaround time, the location of mass care facilities, etc. Transportation will basically consist of buses and rail systems.
- o Persons in hazardous areas without access to private automobiles will be picked up at designated staging areas, as announced.

#### K.5.4 Utilities

- o All personnel, equipment, supplies, and transportation facilities of specific utilities will be reserved primarily for individual utility operations and restoration.
- o Emergency communications will be provided by systems owned and operated by the utilities. Each facility will retain the use of its own communications system, unless otherwise directed by proper authority.
- o Information regarding demand, availability, etc., of utilities will be furnished to governmental officials for use in informing the public regarding conservation of the services.
- o When required, personnel assistance and supplemental equipment and supplies will be requested through the appropriate Utilities Coordinating Officer.
- o Engineering equipment and supplies not available from utility stocks warehouses, or normal suppliers will be requested through the City Construction and Engineering Service, (DPW).

#### K.5.5 Communications

City government will be responsible for the coordination of the restoration activities of the public telecommunications systems and related telephone wirelines serving the City's radio communication requirements.

- o The City department assigned overall coordinating responsibility for restoration of City-wide communication services is the Department of Electricity, City & County of San Francisco. The Department will also be the point of contact (POC) through which the telecommunication companies will interface with City government officials
- o Emergency wire-line communications use and restoration priorities will be coordinated by the designated City department.
- o All personnel, equipment, supplies and transportation capabilities of specific telephone companies will be reserved for their respective operational and restoration activities.
- o Emergency communications will be provided by systems owned and operated by the telecommunication companies operating in San Francisco. Each company will retain the use of its own communications system unless otherwise agreed or directed by proper authority.
- o Information regarding demand, availability, etc. of telecommunications will be furnished for use in informing the public regarding restoration, use during the emergency period and conservation of service.
- o When required, personnel assistance and supplemental equipment and supplies will be requested through the appropriate City and state coordinating official.
- o Engineering equipment and supplies not available from telecommunications stocks, warehouses, or normal suppliers will be requested through the City Construction and Engineering Service (DPW).

#### K.5.6 Fiscal Control

City government will be responsible for developing emergency financial services which will be required at the time of a disaster. The maintaining of proper and appropriate recordation of fiscal activities will be inherent to all City departments and agencies during their emergency operation activities.

- o The City Controller and Staff is assigned overall coordinating and oversight responsibility for all fiscal actions.
- o Orders for purchase of goods and services can be orally authorized before receipt of the emergency purchase order.
- o The requirement for certification of funds will be suspended during the emergency period and will remain so until otherwise directed.
- o Cost effective management and resource response strategies will be the responsibility of responding departments. As appropriate, departments will utilize Staff Financial Analyst personnel to serve as cost advisors for determining alternative response strategies.



## Enclosure K-1

### CITY AND COUNTY OF SAN FRANCISCO

#### SUPPORTING ORGANIZATIONS AND RESPONSIBILITIES

##### K.1.1 Introduction

The Chief Administrative Officer (CAO) is designated the City Resources and Support Coordinator, who is a member of the Emergency Management Staff, and will be assisted by the Emergency Response Service Chiefs. Overall responsibilities of the Resources and Support Coordinator are as indicated.

##### K.1.2 Supply/Procurement Service

The Director of Purchasing and Services of the City & County of San Francisco assigned responsibility for the organization, mobilization and direction of the Supply and Procurement Service. Specific responsibility of the Service is to develop and provide for a system of emergency purchases, warehousing supply and re-supply. The Director of Purchasing is further charged with developing and managing emergency supply operations, to include:

- o Staffing the Emergency Purchase and Supply locations that are predesignated throughout the City.
- o Procure, store, maintain, and distribute supplies and equipment as they are requested by other disaster response services of the City
- o Establish warehousing facilities and operations.
- o Maintain accountability records on transactions for which City government has financial responsibility.
- o Arrange for services necessary for support of emergency operations
- o Shall be the custodian of special equipment and property obtained from any source for disaster response use.
- o Maintain and repair automotive equipment of the City.
- o Complying with such state and federal requirements that relate to earthquake and other emergencies (Public Law 93-288).
- o Prepare requests for and allocate federal and state assistance.

##### K-1.2.1 Emergency Representative

The Supply and Procurement Service shall provide and maintain personnel representation at the Emergency Coordination Center, 1003 Turk Street.

##### K-1.2.2 Support Organization(s)

Agriculture and Weights & Measures.



### K-1.3 Manpower Service

The General Manager, Personnel, is assigned responsibility for organization mobilization and direction of the Manpower Service. Specific responsibility of the Service is to maintain a manpower inventory and provide for the recruitment, training and allocation of manpower skills, to include:

- o Receiving and consolidating requests for manpower as received from the City Emergency Services Organization.
- o Developing and maintaining a manpower pool to meet the emergency requirements.
- o Call upon the area population, as necessary, through the Emergency Broadcast System (EBS) or other available media, to register as volunteer disaster workers at the City Personnel Department or local offices of the California Employment Development Department at locations as announced.
- o Keep informed of the number of personnel registered at these offices in the various classes of Disaster Service Workers.
- o Keep the State Office of Emergency Services, Mutual Aid Region 2 Personnel Coordinator advised of the status of manpower requirements and resources available, and if necessary, recommend establishment of priorities for allocation of personnel to the City.
- o Request assistance, if needed, from the California Employment Development Department in obtaining skills not available within the City.
- o Coordinate manpower matters, as necessary, between and with the Emergency Services Organization and the local offices of the California Employment Development Department.
- o Establish the system or channel of communication between the Manpower Service work location and the Emergency Coordination Center 1003 Turk Street.

#### K-1.3.1 Emergency Representative

The Manpower Service shall provide and maintain personnel representation at the Emergency Coordination Center, 1003 Turk Street.

#### K-1.3.2 Support Organization(s)

Commission/Status of Women.

#### K-1.3.3 Auxiliary Organization

State Department of Employment Development.



#### K-1.4 Transportation Service

The General Manager, Municipal Railway, is assigned responsibility for the organization, mobilization and direction of the Transportation Service. Specific responsibility of the Service is to maintain a resource inventory, public and private, and to provide for the procurement and allocation of transportation resources, to include:

- o Provide emergency ambulance service for Medical and Health Services, if necessary.
- o Transport police, fire-fighters or other personnel as emergency requirements dictate.
- o Transport evacuees from endangered areas as requested.
- o Use of Muni Ry equipment to help clear streets which are blocked.
- o Perform required repair work on equipment.
- o Maintain close coordination with the National Defense Transportation Association (NDTA), Department of Transportation, and those in charge of various modes of transportation required to meet earthquake or other emergency needs.
- o Maintain liaison to ensure appropriate and timely availability and use of Port of San Francisco and San Francisco International Airport capabilities and resources.
- o Coordinate with the Supply and Procurement Service for making emergency purchases.
- o Provide liaison representatives at the Emergency Response District Headquarters (Battalion Fire Station) to assist the Battalion Fire Chief in mitigation activities required as the result of a disaster incident.

##### K-1.4.1 Emergency Representative

The Transportation Service shall provide and maintain a representative, to provide assistance and operate the Muni Ry. emergency radio, at the Emergency Coordination Center, 1003 Turk Street.

##### K-1.4.2 Support Organization(s)

Port of San Francisco.  
San Francisco International Airport.

##### K-1.4.3 Auxiliary Organizations

San Francisco School Bus  
(Charter) System  
Golden Gate Transit System  
AC Transit System  
Greyline Bus System  
Greyhound Bus System

Franciscan Lines Bus System  
Airporter Bus Systemstem  
Red & White Ferry System  
Blue & Gold Ferry System  
Golden Gate Ferry System  
Sheriff's Air Squadron

### K-1.5 Utilities Service

The General Manager of Public Utilities is assigned responsibility for the organization, mobilization and direction of the Utilities Service. The Service is comprised of the San Francisco Water Department, Hetch Hetchy Water & Power, and the Pacific Gas & Electric (PG&E) Company. The responsibility of the Service to operate, maintain and restore water, gas and electric systems include the following emergency assignments:

- o Provide emergency supplies of water, power and gas to support emergency operations for both the public and private sectors.
- o Allocate water, gas and electricity in accordance with established, at the time of incident, federal, state and City priorities.
- o Keep the San Francisco Emergency Services Organization advised of the status of services available.
- o Coordinate and supervise, as required, the restoration, operation and maintenance of the water, gas and electric systems, and the return to normalcy.
- o Coordinate with the Supply and Procurement Service for making emergency purchases.
- o Provide appropriate liaison representatives at the Emergency Response District Headquarters (Battalion Fire Station) to assist the Battalion Fire Chief in mitigation activities required as the result of a disaster incident.

#### K-1.5.1 Emergency Representation

The Utility Service - San Francisco Water Department and PG&E - shall provide and maintain personnel representatives, to provide assistance to the Emergency Organization Staff and operate the department/agency emergency radios, at the Emergency Coordination Center, 1003 Turk Street.

#### K-1.5.2 Support Organizations

San Francisco Water Department  
Hetch Hetchy Water & Power  
Pacific Gas & Electric (PG&E) Company

### K-1.6 Communications & Warning Service

The General Manager, Department of Electricity, is assigned responsibility for the organization, mobilization and direction of the Communications and Warning Service. Specific responsibility of the Service is to coordinate

#### K-1.6 Communications & Warning Service - cont'd.

manage and operate City radio and wireline communications systems, and ensure provisions for emergency communications for the City, to include:

- o Establishing emergency communications for the Emergency Services of San Francisco, as required.
- o Maintain and restore City communications facilities.
- o Receive and disseminate warning information as appropriate to the incident or as required.
- o Operate and maintain the City siren warning system.
- o Coordinate and act as the point of contact (POC), with the private sector telephone companies, for the restoration and return to normalcy of the City's telephone service.
- o Developing emergency communications with the State OES and with other Bay Area/Regional counties, as might be required.
- o Coordinating emergency communications to conform with Federal Communications Commission regulations.
- o Coordinate with the Supply and Procurement Service for making emergency purchases.

##### K-1.6.1 Emergency Representation

The Communication Service shall provide and maintain appropriate representation - technical and managerial - to provide assistance to the Emergency Organization Staff, at the Emergency Coordination Center, 1003, Turk Street

##### K-1.6.2 Support Organizations

Pacific Bell Telephone Co.  
A.T. & Co.

##### K-1.6.2 Auxiliary Organizations

Radio Amateur Civil Emergency Services (RACES)  
San Francisco Radio Club  
Telephone Pioneer Radio Club  
Radio Emergency Action Citizen Team (REACT - CB)

#### K-1.7 Fiscal Control Service

The Controller of the City & County of San Francisco is assigned the responsibility for the organization, mobilization and direction of the Fiscal Control Service. Specific responsibility of the Service is to maintain rigid fiscal control of expenditures required for meeting the emergency (i.e earthquake) and be consistent with the orders and regulations as promulgated by

**K-1.7 Fiscal Control Service - cont'd.**

the Mayor. The Controller is further charged with the responsibility for developing and managing the operations of the Fiscal Control Service, to include:

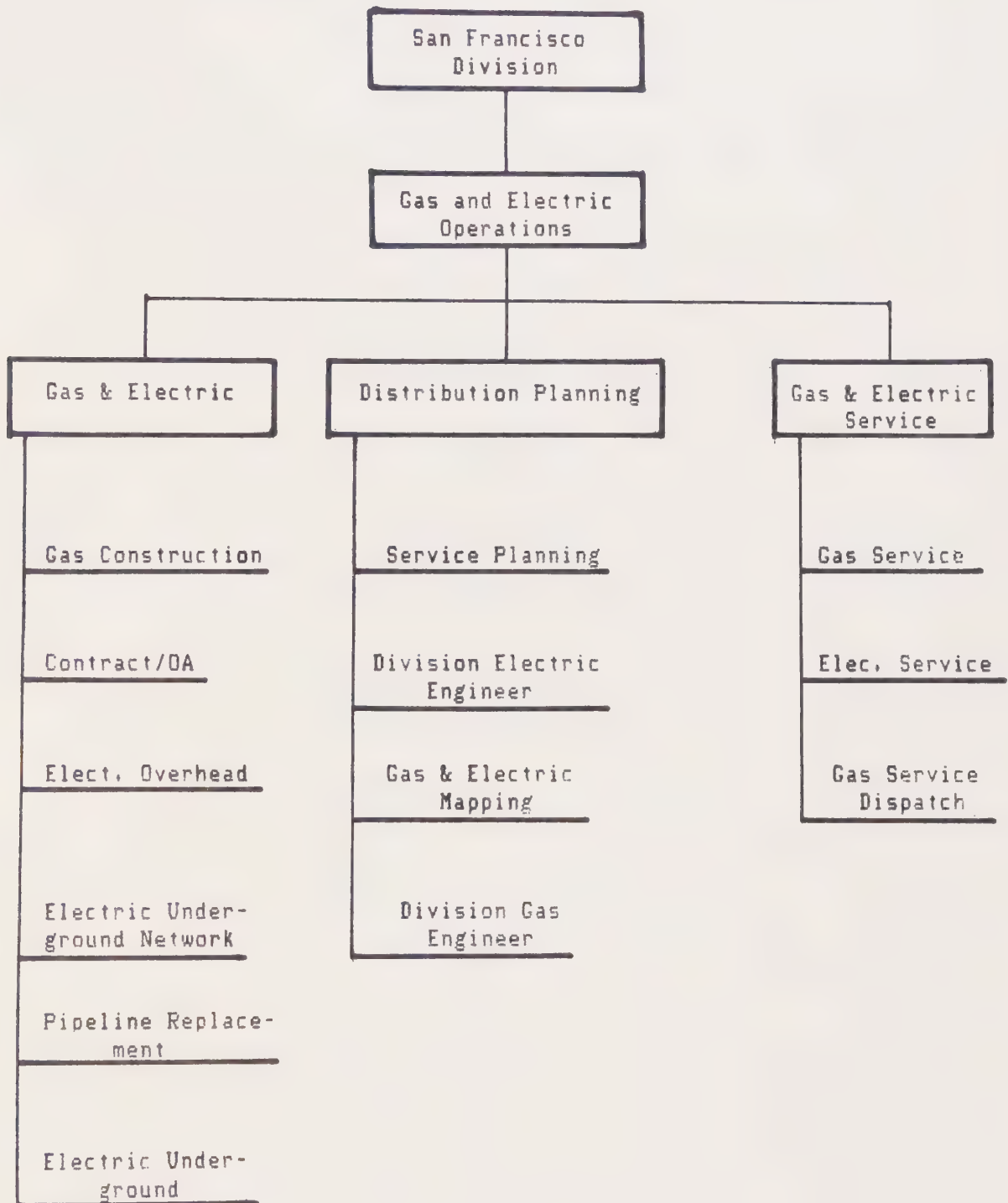
- o Maintain rigid fiscal control of expenditures necessary for mitigation of the effects of the emergency incident.
- o Keep the Commander (Mayor) of the Emergency Organization and Board of Supervisors apprised of the necessary expenditures relating to the emergency.
- o Comply with Federal and State requirements for reports relating to the emergency.
- o Complying with such State and Federal requirements that relate to disastrous emergencies under PL 93-299 - Federal Disaster Relief Act of 1974.
- o Providing close liaison with State and Federal representatives in the administration of the fiscal provisions of PL 93-288.

**K-1.7.1 Support Organizations**

Treasurer, City & County of San Francisco  
Finance & Records Department  
San Francisco Retirement Board

Enclosure K-2

ORGANIZATION CHART, PG&E - SAN FRANCISCO DIVISION







## Appendix K

### RESOURCES AND SUPPORT OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. Hazard-specific checklists have been developed for each of the following **Resources and Support Services**, or function,

City Resources and Support Coordinator,

Supply and Procurements Service,

Manpower Service,

Transportation Service,

Utilities Service,

Water Department

Hetch Hetchy Power

Communication and Warning Service,

Fiscal Control Service,

Checklist items have been developed for each of the above listed **Services** or function for the following disaster events. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently,

Response to a Major Earthquake,

Response to Hazardous Material Incident,

Response to a Reservoir Failure,

Response to a Conflagration,

Response to a Tsunami Inundation,

Response to a Seiche Inundation,

Response to a Transportation Accident,

Response to Civil Disturbance

Response to War Emergency,

Response to Peacetime/Technological Incident,

Response to Earthquake Prediction/Advisory,



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO DISASTER INCIDENTS

CITY RESOURCES & SUPPORT COORDINATOR - RESPONSIBILITIES

Action-----

- o Verify that the Resources & Support Service elements are on alert for emergency response actions, as might be required.
- o Receive status reports on capability of Resources & Support Service elements to respond to emergency.
- o Report to Commander (Mayor) the capability, as required, of the Resources & Support Services to respond to the emergency.
- o Mobilize, as required, Services needed to support emergency response actions.
- o Establish a Resources & Support Services communications and reporting system.
- o Coordinate, as required, the allocation of personnel required to support City emergency operations.
- o If needed, coordinate with the City Public Information Officer (Mayor's Press Aide) to initiate recall of City workers, of the Resources & Support Service elements, over the Emergency Broadcast System (EBS).
- o Request periodic status/update reports from the Resources & Support Service elements.
- o Establish liaison, as needed, with the State OES Mutual Aid Region 2 Resources & Support Coordinator.
- o Coordinate activities of the Resources & Support Services:

Supply/Procurement	(Purchaser)
Personnel	(Civil Service)
Transportation	(Municipal Railway)
Utilities	(Water Dept. & Hetch-Hetchy Power)
Communications & Warning	(Dept. of Electricity)
Fiscal Control	(Controller)

RESOURCES & SUPPORT COORDINATOR RESPONSIBILITIES - cont'd.

Action-----

- o Coordinate the designation of personnel for 24 hour operations, if the incident so requires.
- o Coordinate restoration of normal City Resources and Support elements activities, at end of the emergency period.
- o Coordinate development of priorities for restoration of services.
- o Coordinate with the Commander (Mayor), federal and state officials, as appropriate, the need for establishing a Disaster Assistance Center(s).
- o Coordinate return to normal work shifts of the Resources & Support Service elements.
- o Request Resources & Support Service elements to prepare After-action report, as directed.
- o Prepare and maintain log of events, as needed, concerning actions, guidance and/or directions given to the Resources & Support Service elements.
- o Prepare consolidated, as might be required, After-action report of City Resources & Support Service emergency operations.

## EMERGENCY PLAN - ATTACHMENT K-1.2

San Francisco Office of Emergency Services





**SUPPLY/PROCUREMENT**  
**(Purchasing Department)**

**A.1 Introduction**

In cases of extreme emergency under this plan, it is essential that every operating department take that action which it feels necessary and prudent to obtain the supplies and services required to alleviate the situation. It is equally important that all persons ordering such supplies and/or services keep accurate records of each order so the City may be reimbursed at the cessation of the emergency. To this end, procedures have been simplified so persons involved need only to order what they want; record the transaction; forward the information to the nearest purchasing representative as soon as possible; purchasing personnel will record the information on emergency purchase order forms. Departments should first make use of supplies in their supporting storeroom or any other City storeroom in the vicinity.

**A.2 Procurement**

- a. Preparation will have been made to operate at City Hall, Purchasing Control Center, Room 59 or other predetermined location(s) City-wide (see Exhibit 1).

All necessary Emergency Purchase Order forms, supplies, and instructions will have been placed in each of these locations. At whatever location(s) selected, an accurate log of events which concern the Supply Service will be maintained by the Senior Purchasing Department representative at each site.

- b. Where circumstances dictate and good communications are available, City personnel will contact the Purchasing Department to effect procurement action. Purchasing personnel will locate the item(s) requested and arrange for delivery by vendor's truck, if possible. If supplier is UNABLE TO DELIVER, Purchasing will make arrangements with the requesting agency to make the pick-up, or, through channels, request the TRANSPORTATION SERVICE to pick-up and deliver.
- c. Departments where Senior Purchasers are assigned (see Exhibit 2) should process all emergency procurement through the assigned Senior Purchaser. The Senior Purchaser is charged with keeping detailed records of all emergency purchases affecting his assigned department Under severe emergency conditions, such as major earthquake, when no communications exist, departmental personnel will take whatever action - legal and necessary - to acquire equipment and/or supplies

## A.2 Procurement - cont'd.

c.

to carry out their mission. To provide documentation for reimbursement, details of each transaction must be kept and passed on to the appropriate Senior Purchaser and/or buying group at City Hall as soon as communications are restored and the situation dictates.

- d. Departments without Senior Purchasers will handle emergency purchases directly with the Purchasing Department City Hall. Nonessential purchasing will be curtailed.
- e. During emergencies other than major earthquake or nuclear attack (enemy action) occurring during other than normal duty hours, Department Heads may take immediate action for the procurement of goods and services to contain the emergency consistent with the provisions of Charter Section 7.100 and Administrative Code Section 21.25 (see Exhibit 3).
- f. Requests from outside agencies for supplies and equipment will be assigned by the Director of Purchasing and Services to the Purchaser most familiar with the particular commodity.

## A.3 Stores Operations

- a. Stores operations, under direction of Stores and Equipment Supervisor, will maintain in the current storeroom locations and in additional facilities (in various parts of the City) when so designated by the Commander of Emergency Services. A list of current storerooms and their location are shown in Exhibit 4.
- b. Normal perpetual inventory records will be kept up to date in the usual manner. If inventory records of any item of "Essential Survival Supplies" are not available, an inventory will be compiled as soon as possible, and kept current. All inventory records will be maintained in such a manner that copies of same can be made available to State of California Office of Emergency Services upon their request. Storeroom Supervisor will be prepared to provide availability data on stored items to the user department.
- c. Where protection of stores is deemed necessary, such protection will be requested, through the Emergency Coordination Center, from the Police Department.
- d. Where necessary to decontaminate stocks of essential supplies or to protect from becoming radioactive contaminated, the necessary advice and assistance of the Director, Office of Emergency Services will be requested.

### A.3.1 Delivery

Delivery of Essential Survival Supplies will be accomplished by:

- o Vehicles operated by the various suppliers.
- o Vehicles operated by the agency requesting the supplies.
- o Vehicles operated by the Supply/Procurement Service (Purchasing Department).
- o Vehicles made available by the TRANSPORTATION SERVICE upon request of the Supply/Procurement Service Chief (Director of Purchasing and Services).

### A.4 Communications and Control Centers

#### a. Communications

It is anticipated that radio-equipped vehicles will be assigned to Supply/Procurement Service. (Purchasing has no assigned in-house emergency radio equipment/capability.) Dispatch instructions will be given by the Purchaser, and will be the primary means of communications between the Control Center, Central Warehouse, and the various storerooms, in the event telephone communications are out. The Supply/Procurement Service will be delayed considerably in responding to departmental requirements until the radio equipped vehicles report to the designated Service location(s).

The Communications and Warning Service (Department of Electricity) will coordinate procurement and/or assignment of radio equipment.

#### b. Control Centers

1. The Commander, Emergency Services (Mayor), in coordination with the Director, Office of Emergency Services, will designate alternate Emergency Coordination Control Centers for use by all services, should the present Emergency Coordination Center be rendered non-operational.
2. The Supply/Procurement Service Chief (Director of Purchaser) in coordination with the Engineering Service (Department of Public Works) will designate additional buildings/facilities for use by the Supply Service as the need for such facilities might arise.

### A.5 Central Shops

This facility, located at 1800 Jerrold Avenue, will provide priority

A.5 Central Shops - cont'd.

service to emergency vehicles. To accomplish this mission, the following action(s) will be taken by the Superintendent at Central Shops:

- o Make sure fire Apparatus, police vehicles, and ambulances, in operating condition at Central Shops, are made ready for immediate service and reported to the respective departments.
- o Terminate all routine maintenance and repairs. All efforts will be directed toward the repair of "In Shop" Emergency vehicles.
- o Order all gasoline tanks, under control of Central Shops, filled to maximum capacity.

<u>Storage Capacity</u>	<u>Tank</u>	<u>Capacity</u>
1800 Jerrold Station	3	18,000 gal.
Hall of Justice Station	2	32,000 "
DPW Yard Station	4	34,000 "
G.G. Park Station	2	3,000 "

- o Inventory all fire hose in Central Shops Stores and issue as necessary.
- o Repair and outfit shop trucks for mobile maintenance crews, and place same on standby alert.
- o Put Central Shops on a 24-hour basis until State of Emergency is rescinded.



Exhibit 1, Attachment K-1.2-A

EMERGENCY OPERATING LOCATIONS  
SUPPLY/PROCUREMENT SERVICE

<u>Location</u>	<u>Type &amp; Quantity of Emergency Purchase Order Documents</u>
Rec/Park Storeroom	(1) 250 ea. State of California P.O.'s Nr. 73001 through 73250 (2) 1000 ea. CCSF P.O.'s Nr. 1801 through 2800
Central Warehouse 2650 Geary Blvd.	(1) 250 ea. State of California P.O.'s Nr. 72751 through 73000 (2) 1800 ea. CCSF P.O.'s Nr. 3601 through 5400
City Hall Room 59 Basement	(1) 500 ea. State of California P.O.'s Nr. 71001 through 71500 (2) 1800 ea. CCSF P.O.'s Nr. 8401 through 10200
Central Shops 1800 Jerrold Avenue	(1) 250 ea. State of California P.O.'s Nr. 72501 through 72750 (2) 1800 ea. CCSF P.O.'s Nr. 5401 through 7200
Woods Storeroom (Muni) 1095 Indiana Street	(1) 1200 ea. CCSF P.O.'s Nr. 7201 through 8400
S.F. General Hospital Store- room, 1001 Potrero Avenue	(1) 600 ea. CCSF P.O.'s Nr. 10201 through 10800
DPW Storeroom 2323 Army Street	(1) 800 ea. CCSF P.O.'s Nr. 2801 through 3600.

Notes:

1. State of California Emergency P.O.'s are to be used only during a State of Extreme Emergency (War Time). (Copy attached)
2. City & County of San Francisco (CCSF) Emergency P.O.'s are to be used for an emergency other than War Time (Copy attached).
3. Senior Purchasing Department representative assigned to locations where emergency P.O.'s are stored are responsible for:
  - o At least a semi-annual inspection to ensure that all forms and emergency instructions are accounted for, and
  - o Posting a large, highly visible sign on a wall or door near the documents showing "EMERGENCY PURCHASE ORDER FORMS" stored at the location.
  - o Assuring that boxes containing the documents are clearly marked in red ink "EMERGENCY PURCHASE ORDER FORMS".





Exhibit 2, Attachment K-1.2-A

KEY EMERGENCY ASSIGNMENTS  
SUPPLY /PROCUREMENT SERVICE

ALL PRIMARY ASSIGNMENTS ARE TO EMPLOYEES NORMAL DUTY STATION, CITY-WIDE, UNLESS OTHERWISE NOTED.

M. H. Geistlinger  
Director of Purchasing

Emergency Coordination Center  
Central Fire Alarm Station  
1003 Turk Street

J. T. Breslin  
Assistant Director  
of Purchasing

Room 270, City Hall or  
Room 59, City Hall, as  
dictated by conditions.

IN THE EVENT CITY HALL BECOMES UNUSABLE, ALL CITY HALL PURCHASING DEPARTMENT EMPLOYEES, OTHER THAN BUYING STAFF, WILL REPORT TO CENTRAL WAREHOUSE, 1200 15th STREET.

Senior Purchaser field assignments will be as follows:

Municipal Railway

J. Totorella initially reports to 425 Mason St. Secondary assignment will be at Woods Maintenance Division, 1095 Indiana.

Department of Public Works

D. Goodspeed, Storeroom at 2323 Army St.

Recreation and Park Department

R. Kimball, McLaren Lodge, Golden Gate Park or relocate to Park Storeoom as situation dictates.

San Francisco General Hospital

J. Louie, Main Storeroom, SFGH, 1001 Potrero Avenue, or relocate within facility as situation dictates.

San Francisco International Airport

B. Savant, normal duty station at SFIA.



Exhibit 3, Attachment K-1.2-A

CHARTER & ADMINISTRATIVE CODE SECTIONS APPLICABLE TO EMERGENCY  
PROCUREMENT OF GOODS AND SERVICES

\* \* \* \* \*

Charter Section 7.100 (Extracted)

All purchases in excess of \$1,000 shall be by written contract; provided, however, that on the recommendation of the Department Head, in case of an emergency actually existing, the Purchaser of Supplies, with the approval of the Chief Administrative Officer, may make such purchases in the open market on the basis of informal bids. At least three bids or quotations shall be secured on open market purchases and a permanent record of all such quotations shall be kept.

\* \* \* \* \*

Administrative Code Sec. 21.25.

**EMERGENCY PROCUREMENT OF SUPPLIES, ETC.--GENERALLY.** The Board of Supervisors hereby declares that an actual emergency shall exist when it becomes necessary to immediately procure materials, supplies, equipment or contractual services to make repairs, to safeguard the lives or property of the citizens or the property of the City and County or to maintain public health or welfare, as a result of extraordinary conditions created by war, epidemic, weather, fire, flood or other catastrophe, or the breakdown of any plant, equipment, structure, street or public work. Such procurement may be executed by the Purchaser, with approval of the Chief Administrative Officer, in the most expeditious manner, and shall be confirmed forthwith by issuance of a regular purchase order. The Purchaser shall immediately notify the Controller of the estimated cost.

The Board of Supervisors hereby declares that an actual emergency shall exist during a period of material shortages created by war conditions, when goods meeting the exact specifications as ordered are not procurable. When such goods are immediately required, the Purchaser, with the approval of the Chief Administrative Officer, shall have authority to accept satisfactory substitutes and to make proper price adjustments therefor; provided, that if such price adjustment should increase the contractual obligation by more than 10 percent, the Purchaser shall reserve the additional amount of money required to meet the increased obligation. [Amended Ord. 1-63; App. 1/4/63].



**STOREROOM LOCATIONS  
Supply/Procurement Service**

**Stores Administration**

2650 Geary Blvd. SF 94118  
923-6352  
Robert Tecco  
Ken Wilson

<b>Airport</b> Int'l Airport S.F., CA 94128 761-0800 ex 62109 Mary Pat Downing	<b>PUC/HH/Moccasin</b> P.O. Box 170 Moccasin, CA 94124 (209) 989-2431 Charles Collins	<b>PUC/Muni/Potrero</b> 2500 Mariposa St. S.F., CA 94112 695-7283 Clarence Lewis	<b>Purch/Central Shop</b> 1800 Jerrold Ave. S.F., CA 94124 558-3023 Gerald Griffin
<b>DPH/Laguna Honda</b> 375 Laguna Honda S.F., CA 94116 759-2316 John Hill	<b>PUC/HH/Overhead</b> 1401 Braynt St. S.F., CA 94103 695-7232 Myron Crews	<b>PUC/Muni/Presidio</b> 875 Presidio Ave. S.F., CA 94118 923-6158 Clint Brown	<b>Purch/Central Whrs</b> 2650 Geary Blvd. S.F., CA 94118 923-6352 David Sullivan
<b>DPH/General Hosp.</b> 1001 Potrero St S.F., CA 94103 821-8002 Ramon Armado	<b>PUC/Muni/3rd St.</b> 3000 3rd St. S.F., CA 94107 695-7250 Jerome Simpson	<b>PUC/Muni/Woods</b> 1095 Indiana Ave. S.F., CA 94107 695-7132 William Kotta	<b>Purch/City Hall</b> Room 59 City Hall S.F., CA 94102 554-4711 Rick Ordona
<b>DPW/Army Street</b> 2323 Army St. S.F., CA 94124 695-2120 Eugene Stagnaro	<b>PUC/Muni/Cable Car</b> Washington & Mason S.F., CA 94109 923-6304 Julian Rivera	<b>PUC/Water/CDD</b> 1990 Newcomb St S.F., CA 94124 558-4081 Enrique Gorostiza	
<b>DPW/Water Poll.Ct.</b> 1700 Jerrold Ave. S.F., CA 94124 558-3142 ex 188 Albert DeLuca	<b>PUC/Muni/Kirkland</b> 151 Beach St. S.F., CA 94133 923-6334 Lorenzo McCrann	<b>PUC/Water/Millbrae</b> 1000 El Camino Millbrae, CA 94030 697-4424 ex 224 Michael Farnan	<b>Recreation &amp; Park</b> 3rd Ave & ML King S.F., CA 94112 558-3849 Dan Mui
<b>Electricity</b> 901 Rankin St. S.F., CA 94124 821-5588 Anselmo Caballero	<b>PUC/Muni/Metro</b> 2200 San Jose Ave. S.F., CA 94122 337-2314 William Thompson	<b>PUC/Water Sunol</b> 505 Paloma Way Sunol, CA 94587 862-2233 Annette Loosli	<b>Youth Guidance Ctr.</b> 375 Woodside Dr. S.F., CA 94116 731-5740 ex 443 Romulo Cabatuando





## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### SUPPLY/PROCUREMENT SERVICE

##### Management - Service Chief

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate employee alert notification system.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements. Purchasing Staff Agriculture and Weights & Measures Port (warehousing contact)	Director, Purchasing
o Coordinate with the Construction & Engineering Service for evaluation/damage assessment of facilities, as needed.	Director, Purchasing
o Report to City Resources & Support Coordinator the status of the Supply/Procurement Service's capability to function.	Director, Purchasing
o Establish emergency operational staffing of the Supply/Procurement Service for 24 hour operations.	Director, Purchasing
o Determine location(s) of City Multi-Purpose Staging Area(s).	Director, Purchasing
o Verify with the Fiscal Control Service (Controller) that requirements for certification of funds is suspended.	Director, Purchasing
o Inform City departments/agencies that the requirement for certification of funds will be suspended during the emergency.	Director, Purchasing
o Coordinate, as required, with State OES Mutual Aid Region 2 Resources & Support Coordinator for emergency supply requirements.	Director, Purchasing

Response & Support  
Response to Major Earthquake

Management - Service Chief - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate resources & supplies required to support City emergency operations, as directed.	Director, Purchasing
o Determine location(s) of City Departmental/ Agency emergency operation centers.	Director, Purchasing
o Establish a Service communications and reporting system; internal as well as with response departments.	Director, Purchasing
o Coordinate plans for the restoration of damaged facilities of the Purchasing Department.	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing Sr. Purchaser(s)
o Curtail non-essential purchasing	Director, Purchasing Sr. Purchaser(s)
o Coordinate police protection of stores requirement, as deemed necessary.	Director, Purchasing Sr. Purchaser's
o Coordinate Service's telephone requirement needs and priorities for emergency operations with the Communications & Warning Service (Dept. of Elec).	Director, Purchasing
o Coordinate, as deemed necessary, for availability of radio equipped vehicles or radio equipment for Purchasing Department use during the emergency period.	Director, Purchasing
o Coordinate decontamination of essential supplies, as deemed necessary.	Director, Purchasing
o Coordinate return to normal work schedules.	Director, Purchasing Assist. Director

Resource & Support  
Response to Major Earthquake

Management - Service Chief - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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o Contact Director/Assistant Director and report status of central shops.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center, Basement - City Hall or as directed.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign foreman & personnel to shops as required by the situation and available personnel.	Gen. Supt., City Shops Sr. Shop Supervisor
o Ensure emergency response vehicles in shops that are in operating condition are made ready for immediate service and release are reported to the appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Order all fuel tanks filled to maximum capacity on vehicles that can be released to emergency response departments.	Gen. Supt., City Shops
o Terminate all routine maintenance and repairs. Direct all efforts to repair of "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Inventory all fire house in Central Shop stores and issue as required.	Gen. Supt., City Shops
o Inventory the emergency response departments for the status of on-hand fuel, to include: Fire; Police; Emergency Ambulance; Muni Ry.	Gen. Supt., City Shops

Resource & Support  
Response to Major Earthquake

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate establishment, as needed, of emergency refuel/distribution points.	Gen. Supt., City Shops
o Coordinate fuel re-supply and delivery schedules with State OES Mutual Aid Region 2 Resources & Support Coordinator, as needed.	Gen. Supt., City Shops Director, Purchasing
o Coordinate fuel delivery schedules & sites with suppliers and designated response department/agency users.	Gen. Supt., City Shops
o Evaluate the need and requirement for vehicle and equipment maintenance contact team(s).	Gen. Supt., City Shops Sr. Shop Supervisor
o Repair and outfit shop trucks for mobile maintenance crews and place on stand-by alert.	Sr. Shop Supervisor
o Place Central Shop operations on 24 hour basis until emergency is terminated.	Gen. Supt., City Shops
o Dispatch maintenance contact teams, as required.	Sr. Shop Supervisor

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Stores & Equipment

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|---|-----------------------|
| o Distribute emergency Purchase Order forms to buying staff.  | Supervising Purchaser |
| o Relocate emergency purchase forms to basement Room 59 if main City Hall office is or has to be evacuated. | Supervising Purchaser |

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Inform departments/agencies that purchases & services directly related to the emergency are to be <b>PREPARED ONLY ON AUTHORIZED</b> emergency Purchase Order Forms provided by the Supply/Procurement Service.	Assistant Director of Purchasing
o During normal work hours, attempt to contact Stores & Equipment Supervisor at Central Warehouse to make status report.	Storeroom Supervisor
o Coordinate warehousing capability and availability and use with: City Departments Port Private Sector	Assistant Director of Purchasing
o Report status of warehouse and storeroom damage to Assistant Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report on warehouse and storeroom damage.	Assistant Director of Purchasing
o Transmit status report of warehousing and storage to Director of Purchasing.	Assistant Director of Purchasing
o Place Stores & Equipment elements of 24 hour basis until emergency is terminated.	Assistant Director of Purchasing
o Report to Central Warehouse if assigned facility is destroyed or severely damaged.	Storekeepers
o Reassign incoming storekeepers, as necessary.	Central Warehouse Stores & Equipment Supervisor
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure that purchases & service directly related to emergency operations are prepared on authorized Purchaser Order Forms.	Assistant Director of Purchasing



Resource & Support  
Response to Major Earthquake

Stores & Equipment - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Ensure maximum personnel at direct support facilities.	Storeroom Supervisor
o Advise Stores & Equipment Supervisor of additional personnel requirements, as needed.	Storeroom Supervisor
o Maintain detailed records of all supplies issued during the emergency.	Storekeeper(s)
o Prepare and maintain log of events concerning Supply/Procurement Service, at Purchasing Control Center(s).	Sr. Purchasing Department representatives
o Expeditionously process all emergency procurement actions.	Department(s) Senior Purchasers
o Maintain stores operations, as directed.	Stores & Equipment Supervisor
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor
o Provide availability data on stored items to user departments.	Storeroom Supervisor
o Coordinate transportation of supplies with the Transportation Service element of the Resources & Support Service (MUNI Ry).	Purchasing Control Center/Sr. Purchasing Dept. representative
o Coordinate the procurement & distribution as needed or requested, of chemical toilets for key facilities and Mass Care Facilities	Purchasing Control Center./Ass't. Director of Purchasing
o Coordinate the procurement of emergency supplies & equipment with major suppliers.	Purchasing Control Center/Ass't. Director of Purchasing



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system, as necessary.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as required.	Director, Purchasing
o Determine location(s) of City Multi-purpose Staging Area(s).	Director, Purchasing
o Allocate resources & supplies required to support City emergency operations, as directed.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers.	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing Sr. Purchaser(s)
o Coordinate decontamination of essential supplies, as deemed necessary.	Director, Purchasing
o Coordinate radioactivity protection requirements.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

Resources & Support  
Response to Hazardous Material Incident

Central Shops

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center as might be directed.	Gen. Supt., City Shops Sr. Shop Supervisor

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, if deemed necessary.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report on warehouse and storeroom damage, if applicable.	Ass't. Director of Purchasing
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure that purchases & service directly related to emergency operations are prepared on authorized Purchase Order forms.	Assistant Director of Purchasing
o Ensure maximum personnel at direct support facilities are supporting emergency operations.	Storeroom Supervisor
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)

Resources & Support  
Response to Hazardous Material Incident

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept. representatives
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Prepare an inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO RESERVOIR FAILURE**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate employee alert notification system, as necessary.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as required.	Director, Purchasing
o Determine location(s) of City Departmental/ agency emergency operation centers.	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Coordinate decontamination of supplies, as deemed necessary.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing
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Central Shops

o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor

Resources & Support  
Response to  
Reservoir Failure

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign a supervisor from Central Shops to report to Purchasing Central Control, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor
o Ensure emergency response vehicles in shops that are in operating condition are made ready for service and reported to appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Terminate all routine maintenance and repairs, as possible. Direct all efforts to repair "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Order all fuel storage tanks filled to maximum capacity.	Gen. Supt., City Shops
o Alert shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, if deemed necessary.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report of warehouse and store-room damage.	Ass't. Director of Purchasing
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Storeroom Supervisor



Resources & Support  
Response to  
Reservoir Failure

Stores & Equipment - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept. representatives
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items	Storeroom Supervisor(s)



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CONFLAGRATION**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system, as necessary.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as required.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor

Resources & Support  
Response to Conflagration

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure emergency response vehicles in shops that are in operating condition are made ready for service and reported to appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Terminate all routine maintenance and repairs, as possible. Direct all efforts to repair of "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Order all fuel storage tanks filled to maximum capacity.	Gen. Supt., City Shops
o Inventory all fire house in Central Shops stores and issue as required.	Gen. Supt., City Shops
o Repair and outfit shop trucks for mobile maintenance crews, and place on standby alert.	Sr. Shop Supervisor
o Assign Foreman and personnel to shops as required by the situation.	Gen. Supt., City Shops Sr. Shop Supervisor
o Place Central Shops on alert for possible extended operations.	Gen. Supt., City Shops

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Stores & Equipment

o Distribute emergency Purchase Order forms to buying staff, if deemed necessary	Supervising Purchaser
o During normal working hours, attempt to contact Stores & Equipment Supervisor at Central Warehouse to make status report.	Storeroom Supervisors
o Report to Central Warehouse if assigned facility is destroyed or severely damaged.	Storekeepers

Stores & Equipment - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Reassign incoming storekeepers, as necessary,	Central Warehouse Stores & Equipment Supervisor
o Report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report on warehouse and storeroom damage.	Ass't. Director of Purchasing
o Allocate supplies, as required.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility to support emergency operations.	Storeroom Supervisor
o Advise Stores & Equipment Supervisor of additional personnel requirements, as required, to support emergency operations.	Storeroom Supervisor(s)
o Maintain detailed records of all supplies issued during emergency.	Storekeepers
o Prepare and maintain log of events concerning Supply/Procurement Service, at Purchasing Control Center.	Sr. Purchasing Dept.
o Coordinate for pick-up of supplies, as necessary, and/or coordinate with Transportation Service.	Purchasing Control Center/ Sr. Purchasing Dept. representative
o Expeditiously process emergency procurement actions.	Dept. Sr. Purchasers
o Ensure detailed records of all department purchases are kept.	Sr. Purchaser(s)
o Curtail non-essential purchasing actions, as situation allows.	Sr. Purchaser(s)

Resource & Support  
Response to Conflagration

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Maintain stores operations, as directed.	Stores & Equipment Supervisor
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor
o Provide availability data on stored items to user departments.	Storeroom Supervisor
o Coordinate police protection of stores requirements, as deemed necessary.	Storeroom Supervisor Stores & Equipment Supervisor Director of Purchasing



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TSUNAMI INUNDATION**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate employee alert notification system, as necessary.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as required.	Director, Purchasing
o Determine location(s) of City Departmental/ agency emergency operation centers.	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Coordinate police protection of stores requirements, as deemed necessary.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
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Resources & Support  
Response to Tsunami  
Inundation

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign a supervisor from Central Shops to report to Purchasing Central Control, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor
o Ensure emergency response vehicles in shops that are in operating condition are made ready for service and reported to appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Terminate all routine maintenance and repairs, as possible. Direct all efforts to repair "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Alert shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, as might be directed.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report of warehouse and storeroom damage.	Ass't. Director of Purchasing
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Storeroom Supervisor
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept.
o Expeditioniously process emergency procurement actions.	Department(s) Senior Purchasers
o Maintain stores operations, as directed.	Stores & Equipment Supervisor.
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor(s)
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO SEICHE INUNDATION**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system, as necessary.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as required.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers.	Director, Purchasing
o Establish and maintain records for personnel time, purchases and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all dept. emergency purchases are kept.	Sr. Purchaser(s)
o Coordinate police protection of stores requirements, as deemed necessary.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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| o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required. | Gen. Supt., City Shops<br>Sr. Shop Supervisor |
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Resources & Support  
Response to Seiche  
Inundation

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Assign a supervisor from Central Shops to report to Purchasing Central Control, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor
o Ensure emergency response vehicles in shops that are in operating condition are made ready for service and reported to appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Terminate all routine maintenance and repairs, as possible. Direct all efforts to repair "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Alert shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, as might be directed.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report of warehouse and storeroom damage.	Ass't. Director of Purchasing
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Storeroom Supervisor
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)



Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept. representatives
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Maintain stores operations, as directed.	Stores & Equipment Supervisor
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor(s)
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

SUPPLY/PROCUREMENT SERVICE

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as necessary.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers.	Director, Purchasing
o Establish and maintain records for personnel time, purchase and vendor contracts, as required.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign Foreman and personnel to shops as required by situation.	Gen. Supt., City Shops Sr. Shop Supervisor

Resources & Support  
Response to Transportation  
Accident

Central Shops - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Ensure emergency response vehicles in shops that are in operating condition are made ready for service and reported to appropriate departments.	Sr. Shop Supervisor Shop Foreman
o Terminate all routine maintenance and repairs, as possible. Direct all efforts to repair "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Inventory all fire hose in Central Shops stores and issue as required.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, as might be directed.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Report to Central Warehouse if assigned facility is destroyed or severely damaged.	Storekeepers
o Reassign incoming storekeepers, as necessary.	Central Warehouse Stores & Equipment Supervisor
o Receive status report on warehouse and storeroom damage.	Ass't. Director of Purchasing
o Allocate supplies, as directed or required.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Storeroom Supervisor(s)

Resources & Support  
Response to Transportation  
Accident

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept. representatives
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Curtail non-essential purchasing, as situation will allow.	Sr. Purchaser(s)
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)





## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### SUPPLY/PROCUREMENT SERVICE

##### Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service elements as necessary.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Coordinate police protection of stores requirements, as deemed necessary.	Director, Purchasing
o Coordinate decontamination of essential supplies, as might be required.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing
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##### Central Shops

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o Contact Director/Assistant Director and report status of Central Shops ability to support emergency operations as might be required.	Gen. Supt., City Shops Sr. Shop Supervisor
o Assign a supervisor from Central Shops to report to Purchasing Control Center, as directed.	Gen. Supt., City Shops Sr. Shop Supervisor

Resources & Support  
Response to Civil  
Disturbance

Central Shops - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Order fuel storage tanks filled to maximum capacity.	Gen. Supt., City Shops
o Inventory all fire hose in Central Shops stores and be alert to issue as required.	Gen. Supt., City Shops
o Alert shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff, as might be directed.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report of warehouse and storeroom damage.	Ass't. Director of Purchasing
o Report to Central Warehouse if assigned facility is destroyed or severely damaged.	Storekeepers
o Reassign incoming storekeepers, as necessary.	Central Warehouse Stores & Equipment Supervisor
o Allocate supplies as required or directed.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Stores & Equipment Supervisor

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Advise Stores & Equipment Supervisor of additional personnel requirements as might be needed.	Storeroom Supervisor
o Prepare and maintain log of events concerning Supply/Procurement Service.	Sr. Purchasing Dept. representatives
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Maintain stores operations, as directed.	Stores & Equipment Supervisor
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor(s)
o Provide, upon request, inventory records to Stores & Equipment Supervisor	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO WAR EMERGENCY**

**SUPPLY/PROCUREMENT SERVICE**

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Initiate employee alert notification system.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurement Service as directed by Commander (Mayor).	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation centers.	Director, Purchasing
o Disseminate information concerning location(s) of emergency operation centers to Supply/Procurement Service elements.	Director, Purchasing
o Place Supply/Procurement Service on 24 hour operation or as directed.	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Prepare and maintain log of events concerning Supply/Procurement Service.	Director, Purchasing
o Coordinate police protection of stores requirements.	Director, Purchasing
o Coordinate decontamination of essential supplies, as required.	Director, Purchasing
o Coordinate radioactivity protection requirements.	Director, Purchasing
o Coordinate availability of radio vehicles or radio equipment for Purchasing Dept.	Director/Ass't. Dir. of Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

Resources & Support  
Reponse to War  
Emergency

Central Shops

<u>Action</u>	<u>Assigned Responsibility</u>
o Contact Director or Assistant Director and report status of Central Shops.	Gen. Supt., City Shops
o Assign a supervisor from Central Shops to report to Purchasing Control Center.	Gen. Supt., City Shops Sr. Shop Supervisor
o Order all fuel storage tanks filled to maximum capacity.	Gen. Supt., City Shops
o Inventory all fire hose in Central Shops stores and be prepared to issue as required.	Gen. Supt., City Shops
o Repair and outfit shop trucks for mobile maintenance crews, and place on standby alert.	Sr. Shop Supervisor
o Alert shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

o Distribute emergency Purchase Order forms to buying staff.	Supervising Purchaser
o If affected, report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report of warehouse and storeroom damage.	Ass't. Director of Purchasing
o Report to Central Warehouse if assigned facility is destroyed or severely damaged.	Storekeepers
o Reassigned incoming storekeepers.	Central Warehouse Stores & Equipment Supervisor



Resources & Support  
Response to War  
Emergency

Stores & Equipment

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate supplies as directed or required.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility, as situation allows.	Storeroom Supervisor(s)
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)
o Coordinate with Transportation Service for pick-up of supplies, as might be necessary.	Purchasing Control Center Sr. Purchasing Dept. representative
o Expeditiously process emergency procurement actions.	Department(s) Senior Purchasers
o Ensure detailed records of all dept. emergency purchases are kept.	Sr. Purchaser(s)
o Curtail all non-essential purchasing.	Sr. Purchaser(s)
o Maintain stores operations, as directed.	Stores & Equipment Supervisor
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

SUPPLY/PROCUREMENT SERVICE

Management - Service Chief

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Initiate employee alert notification system.	Director/Ass't. Dir. Purchasing
o Mobilize the Supply/Procurements Service elements as necessary.	Director, Purchasing
o Determine location(s) of City Departmental/agency emergency operation center(s).	Director, Purchasing
o Ensure detailed records of all department emergency purchases are kept.	Director, Purchasing
o Coordinate police protection of stores requirements, as deemed necessary.	Director, Purchasing
o Coordinate decontamination of essential supplies, as might be required.	Director, Purchasing
o Coordinate radioactivity protection requirements, as might be necessary.	Director, Purchasing
o Prepare and maintain log of events concerning Supply/Procurement Service.	Director, Purchasing
o Prepare After-action report of emergency operations and submit to department/agencies as directed.	Director, Purchasing

Central Shops

<u>Action</u>	<u>Assigned Responsibility</u>
o Contact Director/Assistant Director and report status of Central Shops.	Gen. Supt., City Shops
o Assign a supervisor from Central Shops to report to Purchasing Control Center, as necessary.	Gen. Supt., City Shops Sr. Shop Supervisor
o Inventory all fire house in Central Shops stores and be prepared to issue as directed.	Gen. Supt., City Shops
o Alert Shops for possible extended hours of operation.	Gen. Supt., City Shops

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Stores & Equipment

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o Distribute emergency Purchase Order forms to buying staff.	Supervising Purchaser
o During normal work hours, attempt to contact Stores & Equipment Supervisor at Central Warehouse to make status report.	Storeroom Supervisors
o Report to Central Warehouse if assigned facility is not able to function.	Storekeepers
o Reassign incoming storekeepers, as necessary.	Central Warehouse Stores & Equipment Supervisor
o Report status of warehouse and storeroom damage to Ass't. Director of Purchasing.	Stores & Equipment Supervisor
o Receive status report on warehouse and storeroom damage.	Ass't. Director of Purchasing

Stores & Equipment - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate supplies as directed or required.	Stores & Equipment Supervisor
o Ensure maximum personnel at direct support facility.	Storeroom Supervisor(s)
o Advise Stores & Equipment Supervisor of additional personnel requirements, as required.	Storeroom Supervisor(s)
o Maintain detailed records of all supplies issued during emergency.	Storekeeper(s)
o Coordinate for pick-up of supplies, as necessary.	Purchasing Control Center Sr. Purchasing Dept. representative
o Expeditiously process emergency procurement actions.	Department Senior Purchasers
o Curtail non-essential purchasing, as situation allows.	Sr. Purchaser(s)
o Maintain stores operations, as directed.	Stores & Equipment Supervisor(s)
o Prepare inventory of "essential survival supplies" if not already available.	Storeroom Supervisor(s)
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)





RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

SUPPLY/PROCUREMENT SERVICE

Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Director, Purchasing
o Establish an internal Service communications and reporting system.	Director, Purchasing
o Coordinate with Department of Electricity for availability, in event of need, of radio equipped vehicles or radio equipment.	Director, Purchasing
o Alert warehouses and storerooms of need for up to date inventories of supplies.	Director, Purchasing
o Alert Purchasing Dept. facilities to initiate protective mitigation actions.	Director, Purchasing
o Prepare After-action report of actions taken during emergency period and submit to department/agencies as directed.	Director, Purchasing

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Central Shops

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o Contact Director or Assistant Director and report status of Central Shops - to support possible emergency operations; protective mitigation actions.	Gen. Mgr., City Shops
o Ensure emergency response vehicles in shops that are in operating condition, are made ready for service and reported to appropriate departments.	Gen. Mgr., City Shops Sr. Shop Supervisor Shop Foreman

Resources & Support  
Response to Earthquake  
Prediction/Advisory

Management - Service Chief - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Conduct site inspection to assure good storage procedures are being used.	Director/Assit. Dir. Purchasing

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Central Shops

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o Terminate, as possible, routine maintenance and repairs. Direct efforts to repair of "in-shop" emergency vehicles.	Sr. Shop Supervisor Shop Foreman
o Call for inventory of all gas and diesel storage tanks.	Gen. Mgr., City Shops
o Order fuel storage tanks filled as might be required.	Gen. Mgr., City Shops
o Inventory fire house in Central Shops stores.	Gen. Mgr., City Shops
o Identify shop trucks and equipment for use by mobile maintenance crews.	Sr. Shop Supervisor
o Ensure heavy equipment are properly secured against movement.	Gen. Mgr., City Shops
o Ensure heavy materials are stored at ground level and/or secured.	Gen. Mgr., City Shops

Stores & Equipment

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure heavy materials are stored at ground level.	Storeroom Supervisor(s)
o Ensure pallet racks and shelving are fixed to floor and wall as appropriate.	Storeroom Supervisor(s)
o Ensure shelving is braced and fastened together for rigidity.	Storeroom Supervisor(s)
o Ensure toxic substance containers are stored in safe locations or security lockers.	Storeroom Supervisor(s)
o Conduct general site inspection to assure good storage procedures are being used.	Stores & Equipment Supervisor(s)
o Maintain stores operations, as directed.	Stores & Equipment Supervisor(s)
o Prepare, if not already available, an inventory of "essential survival supplies".	Storeroom Supervisor(s)
o Provide, upon request, inventory records to Stores & Equipment Supervisor.	Storeroom Supervisor(s)
o Provide availability data on stored items to user departments.	Storeroom Supervisor(s)



## EMERGENCY PLAN - ATTACHMENT K-1.3 MANPOWER OPERATIONS

Please send any corrections or additions to:  
San Francisco Office of Emergency Services





## Attachment K-1.3-A

### MANPOWER (Civil Service)

#### A.1 Introduction

The Checklists, included in the Appendices for Civil Service - Personnel, are primarily intended for use of personnel representing Civil Service at various Emergency Coordination/Operation Centers. The noted Checklist items are meant to supplement emergency and standing operating procedures that may have been previously established.

#### A.2 Activation

- a. The Manpower Service Plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency" or in event of an emergency situation requiring resources specified in this plan.
- b. The level of activation for the Manpower Service, whether full or partial, will be determined by the General Manager, Civil Service, or an authorized representative in his absence.

#### A.3 Objective

- o To maintain to the fullest extent possible, the manpower resources necessary for the operational requirements of the Emergency Services organization.



**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO A MAJOR EARTHQUAKE**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Mobilize the Manpower Service elements: Civil Service Staff Commission/Status of Women	General Manager, Personnel
o Report to City Resources & Support Coordin- ator the status of the Manpower Service capability to function.	Deputy Tech. Services Administration
o Establish emergency operational staffing for the Manpower Service for 24 hour operations.	Deputy Tech. Services Administration
o Procure and allocate resources - personnel - required to support City emergency operations, as requested or needed.	Section Chief, Team 2
o Determine location or locations of City/Depart- mental/agency emergency operations centers.	Section Chief, Class
o Determine location or locations of City Depart- mental Multi-purpose Staging Area(s).	Section Chief, Class
o Establish a Manpower Service communications and reporting system.	Section Chief, Administration.
o Obtain from Red Cross, locations of activated Mass Care Facilities.	Section Chief, EEO
o Coordinate with the Welfare & Shelter Service - Red Cross - the registration of volunteer workers.	Section Chief, EEO
o Coordinate with Supply/Procurement Service, as might be necessary to support emergency activi- ties.	Section Chief, Team 1
o Initiate coordination with State Employment Development Department for manpower needs.	Section Chief, Salary

Resource & Support  
Response to Major Earthquake

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate telephone restoration needs and priorities for emergency operations with Communications & Warning Service (Dept. of Electricity).	Section Chief, Administration
o If needed, coordinate with City Public Information Officer (Mayor's Press Aide) to call for volunteer workers over the Emergency Broadcast System.	Section Chief, Salary
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed.	Section Chief, Administration
o Ensure that purchases and services directly related to emergency operations are prepared on authorized order forms.	Section Chief, Administration
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Administration
o Request assistance from State OES Mutual Aid Region 2, Resources & Support Coordinator, as required.	Section Chief, EEO
o Ensure that obligation documents initiated during the emergency are properly completed.	Section Chief, Administration
o Obtain from City Resources & Support Coordinator the location of the Disaster Assistance Center (DAC).	Deputy Tech. Services, Admin.
o Coordinate the return to normal operation.	Deputy Tech. Services, Admin.
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager.

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator (CAO) the ability of the Manpower Service to support the emergency response activities, as needed.	Deputy Tech. Svcs. Administration
o Establish a Manpower Service communications and reporting system, as needed.	Section Chief, Admin.
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Ensure that obligation documents initiated during the emergency are properly completed.	Section Chief, Admin.
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr., Personnel





## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### MANPOWER SERVICE

##### Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator (CAO) the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs. Administration
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Procure and allocate, in coordination with emergency response departments/agencies, essential personnel required to support City emergency operations, as requested.	Section Chief, Team 2
o Coordinate with the Welfare & Shelter Service - Red Cross - the registration of volunteer workers.	Section Chief, EEO
o If needed, coordinate with City Public Information Officer to initiate call for volunteer workers over the Emergency Broadcast System.	Section Chief, Salary
o Determine location(s) of City Departmental Multi-purpose staging area(s).	Section Chief, Class.
o Obtain from Red Cross the location(s) of activated Mass Care Facilities.	Section Chief, EEO

Resources & Support  
Response to  
Reservoir Failure

Personnel Management - Service Chief - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a Manpower Service communications and reporting system as needed.	Section Chief, Admin.
o Ensure that obligation documents initiated during the emergency are properly prepared.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o If needed, Coordinate with City Resources & Support Coordinator (CAO) for the location of the City Disaster Assistance Center (DAC).	Deputy Tech. Svcs. Administration
o Prepare After-action report of emergency operations and submit to Departments/ agencies as directed.	Gen. Mgr., Personnel

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CONFLAGRATION**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to City Resources & Support Coordinator (CAO) the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs. Administration
o Mobilize, as needed, Manpower Service personnel to support emergency response activities.	Section Chief, Team 2
o Determine location(s) of City Departmental Multi-purpose Staging area(s).	Section Chief, Class.
o Establish a Manpower Service communications and reporting system.	Section Chief, Admin.
o Procure and allocate, in coordination with emergency response departments/agencies, essential personnel required to support City emergency operations, as requested.	Section Chief, Team 2
o Coordinate with the Welfare & Shelter Service - Red Cross - the registration of volunteer workers.	Section Chief, EEO
o If needed, coordinate with City Public Information Officer to initiate call for volunteer workers over the Emergency Broadcast System.	Section Chief, Salary

Resources & Support  
Response to  
Conflagration

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Ensure that obligation documents initiated during emergency are properly completed.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Identify vital records and documents that may have to be relocated.	Section Chief, Admin.
o Coordinate the relocation of vital records and documents to a protected site.	Section Chief, Team 2
o If needed, coordinate with the City Resources & Support Coordinator (CAO) for the location of the City Disaster Assistance Center (DAC).	Deputy Tech. Svcs.,
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr., Personnel

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI INUNDATION

MANPOWER SERVICE

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator (CAO) the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs., Administration
o Establish a Manpower Service communications and reporting system.	Section Chief, Admin.
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Determine location(s) of City Departmental Multi-purpose Staging area(s).	Section Chief, Class.
o Obtain from Red Cross location(s) of activated Mass Care Facilities.	Section Chief, EEO
o Procure and allocate, in coordination with emergency response departments/agencies, essential personnel required to support City emergency operations, as requested.	Section Chief, Team 2
o Coordinate with the Welfare & Shelter Service - Red Cross - the registration of volunteer workers.	Section Chief, EEO
o If needed, coordinate with City Public Information Officer to initiate call for volunteer workers over the Emergency Broadcast System.	Section Chief, Salary

Resources & Support  
Response to Tsunami  
Inundation

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish and maintain records for personnel time, as it may relate to the emergency.	Section Chief, Admin.
o Mobilize, as needed, Manpower Service personnel to support emergency response activities.	Section Chief, Team 2
o Ensure that obligation documents initiated during emergency are properly completed.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o If needed, coordinate with the City Resources & Support Coordinator (CAO) for the location of the City Disaster Assistance Center.	Deputy Tech. Svcs., Administration
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr., Personnel



**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO SEICHE INUNDATION**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator (CAO) the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs., Administration
o Establish a Manpower Service communications and reporting system.	Section Chief, Admin.
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Determine location(s) of City Departmental Multi-purpose Staging area(s).	Section Chief, Class.
o Obtain from Red Cross location(s) of activated Mass Care Facilities.	Section Chief, EEO
o Procure and allocate, in coordination with emergency response departments/agencies, essential personnel required to support City emergency operations, as requested.	Section Chief, Team 2
o Coordinate with the Welfare & Shelter - Red Cross - the registration of volunteer workers.	Section Chief, EEO
o If needed, coordinate with City Public Information Officer to initiate call for volunteer workers over the Emergency Broadcast System.	Service Chief, Salary

Resource & Support  
Response to Seiche  
Inundation

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Mobilize, as needed, Manpower Service personnel to support emergency response activities.	Section Chief, Team 2
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Ensure that obligation documents initiated during emergency are properly completed.	Section Chief, Admin.
o If needed, coordinate with the City Resources & Support Coordinator (CAO) for the location of the City Disaster Assistance Center (DAC).	Deputy Tech. Svcs.,
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr., Personnel

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TRANSPORTATION ACCIDENT**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources and Support Coordinator the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs., Administration
o Mobilize, as needed, Manpower Service personnel to support emergency response activities.	Section Team 2
o Establish a Manpower Service communications and reporting system.	Section Chief, Admin.
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Determine location(s) of City Department Multi-purpose Staging area(s).	Section Chief, Class.
o Obtain from Red Cross locations of activated Mass Care facilities.	Section Chief, EEO
o Coordinate with emergency response departments/agencies about requirements for additional support personnel - City workers and/or volunteers.	Section Chief, EEO
o Coordinate with the Welfare & Shelter Service - Red Cross - the registration of volunteer workers.	Section Chief, EEO

Resources & Support  
Response to  
Transportation Accident

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o If needed, coordinate with City Public Information Officer (Mayor's Press Aide) to initiate call for volunteer workers over the Emergency Broadcast System.	Section Chief, Salary
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Ensure obligation documents initiated during emergency are properly completed.	Section Chief, Admin.
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr, Personnel

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CIVIL DISTURBANCE**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator the ability of the Manpower Service to support the emergency response activities.	Deputy Tech. Svcs., Administration
o Mobilize, as needed, Manpower Service personnel to support emergency response activities.	Section Chief, Team 2
o Establish a Manpower Service communications and reporting system.	Section Chief, Admon.
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class.
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Ensure that obligation documents initiated during emergency are properly completed.	Section Chief, Admin.
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Gen. Mgr., Personnel





## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO WAR EMERGENCY

#### MANPOWER SERVICE

#### NUCLEAR ALERT

#### Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on stand-by alert.	Gen. Mgr., Personnel
o Review and update Service Annex.	Gen. Mgr., Personnel
o Update organization plan and the assignment	Gen. Mgr., Personnel
o Establish a Manpower Service communications and reporting system.	Section Chief, Admin.
o Institute refresher training of personnel to familiarize them with emergency plan, emergency assignments.	Section Chief, Training
o Coordinate with supporting agencies/personnel to upgrade Service's capabilities: Commission/Status of Women State Employment Development Dept.	Deputy Tech. Svcs., Administration
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	Gen. Mgr., Personnel
o Designate personnel to be available around the clock.	Deputy Tech. Svcs., Administration
o Defer or curtail all non-essential services; cancel leaves and days off, or recall all personnel on leave and start two shift operations. Make specific assignments to emergency duty stations.	Gen. Mgr., Personnel

Resources & Support  
Response to War  
Emergency

NUCLEAR ALERT - cont'd.

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Check the Manpower Service communication and reporting system, as needed.	Section Chief, Administration
o Suspend all non-emergency functions.	Gen. Mgr., Personnel
o Mobilize Manpower Service personnel, as needed.	Section Chief, Team 2
o Report status of readiness of Manpower Service of City Resources and Support Coordinator (CAO).	Deputy Tech. Svcs., Administration
o Identify vital documents and records that should be relocated to protected sites(s).	Section Chief, Admin
o Coordinate transfer of vital documents and records to protected site(s).	Section Chief, Admin
o Coordinate intensified training in emergency skills and make final preparations for attack.	Section Chief, Training
o Allocate Manpower Service personnel to support City emergency operations.	Section Chief, Team 2
o Develop and implement a 12 hour work schedule.	Deputy Tech. Svcs., Administration
o Determine location(s) of City/Departmental emergency operation centers.	Section Chief, Class
o Establish and maintain records for personnel time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Section Chief, Administration

NUCLEAR ALERT - cont'd.

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that obligation documents initiated during the emergency are properly completed.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning Service's involvement during the emergency.	Section Chief, Admin.
o Return to normal work shifts.	Deputy Tech. Svcs., Administration
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed.	Gen. Mgr., Personnel

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ATTACK

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o Poll Service elements to determine extent of damage and if they are still able to function.	Section Chief, Admin.
o Report status of Manpower Service's capability to function to City Resources and Support Coordinator (CAO).	Deputy Tech, Svcs., Administration
o Disseminate information to Service elements to suspend operations, as appropriate, if alerted to arrival of fallout.	Section Chief, Training
o Keep Service advised of developing fallout threat.	Section Chief, Training

ATTACK - cont'd.

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Schedule decontamination of facilities, as needed.	Section Chief, Admin.
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Section Chief, Admin.
o Initiate and coordinate actions required to re-establish personnel action activities for the City.	Deputy Tech. Svcs., Administration

**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**

**RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT**

**MANPOWER SERVICE**

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Manpower Service personnel on alert.	Gen. Mgr., Personnel
o Allocate Manpower Service personnel that might be required to support City emergency operations.	Section Chief, Team 2
o Report to the City Resources & Support Coordinator (CAO) the capability of the Manpower Service to support the emergency response activities, as needed.	Deputy Tech. Svcs., Administration
o Establish a Manpower Service communications and reporting system, as needed.	Section Chief, Admin.
o Determine location(s) of City Department/agency emergency operation centers.	Section Chief, Class.
o Establish and maintain records for personnel time, as needed, as it may relate to the emergency.	Section Chief, Admin.
o Ensure that obligation documents initiated during the emergency are properly completed.	Section Chief, Admin.
o Prepare and maintain log of events, as needed, concerning the Service's involvement during the emergency.	Section Chief, Admin.
o Prepare After-action report of emergency operations/involvement and submit to departments/agencies as directed.	Gen. Mgr., Personnel





RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

MANPOWER SERVICE

Personnel Management - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Gen. Mgr. Personnel
o Alert key staff personnel to initiate protective mitigation measures.	Section Chief, Admin.
o Conduct general site inspection to assure good storage and mitigation measures have been initiated.	Section Chief, Admin.
o Establish a Manpower communications and reporting system that can be expeditiously implemented in event of need.	Section Chief, Admin.
o Prepare and maintain log of activities, as needed, concerning alert actions of Manpower Service.	Section Chief, Admin.
o Prepare After-action report of emergency actions taken during designated period of prediction/advisory and submit to Departments/agencies as directed.	Section Chief, Admin.



## EMERGENCY PLAN - ATTACHMENT K-1.4

```
+ + + + + + + + + + + + + + + + + + + + + + + + + + + + + + +  
+   This Attachment describes how transportation operations  
+ will be conducted in a disaster or major emergency,  
+  
+ Responsible      Municipal Railway  
+ Department:  
  
+ Cooperating      Hetch Hetchy - power  
+ Departments/  
Agencies:          Public Utilities Commission - SF  
                   Paratransit Broker  
                   MV Transportation  
                   Delancy St. Foundation  
                   Kimochi  
                   Cannon Kip  
                   Yellow Cab Cooperative  
                   City Cab  
                   Luxor Cab  
                   Veteran's Cab  
                   Laidlaw Transit  
                   Golden Gate Transit  
                   AC Transit  
                   SAMTRANS  
                   Greyline  
                   United Parcel Service  
                   National Defense Transportation Assoc.  
  
+ + + + + + + + + + + + + + + + + + + + + + + + + + + + + + +  
+   Yellow Pages:    Specifically developed by MUNI Rail-  
+                    way for its organization and operations,
```

Please send any corrections or additions to:

San Francisco Office of Emergency Services



## Attachment K-1.4-A, Enclosure K-1

### TRANSPORTATION (Municipal Railway)

#### A.1 Introduction

This attachment/plan describes and provides the basis for understanding the authority, responsibilities, functions and operations of maintaining public transportation services during extraordinary major emergencies, including war. The plan also considers incorporation of resources of local non-governmental agencies into the City & County Transportation Service organization.

#### A.2 Activation

- a. The Transportation Service plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency"; or in event of an emergency situation requiring transportation related resources specified in this plan.
- b. The level of activation for the Transportation Service, whether full or partial, will be determined by the General Manager of the Municipal Railway, or an authorized representative in his absence.

#### A.3 Organizational Structure - Municipal Railway

Under the General Manager, the Municipal Railway functions under three (3) Divisions which are administered by Deputy General Managers: Transportation; Engineering & Construction; Maintenance; and Administration. (see organizational chart on following page.)

##### a. Transportation

Under a Deputy General Manager all transportation functions in this Division are administered by Transit Managers through the three (3) line programs: Rail Transportation, Surface Transportation, and Safety and Training.

##### b. Engineering and Construction

Under a Deputy General Manager all engineering and construction projects are administered through Equipment Engineering Project Management/Administration, Plant Engineering, and Project Engineering.

### A.3 Organizational Structure - cont'd.

#### c. Maintenance

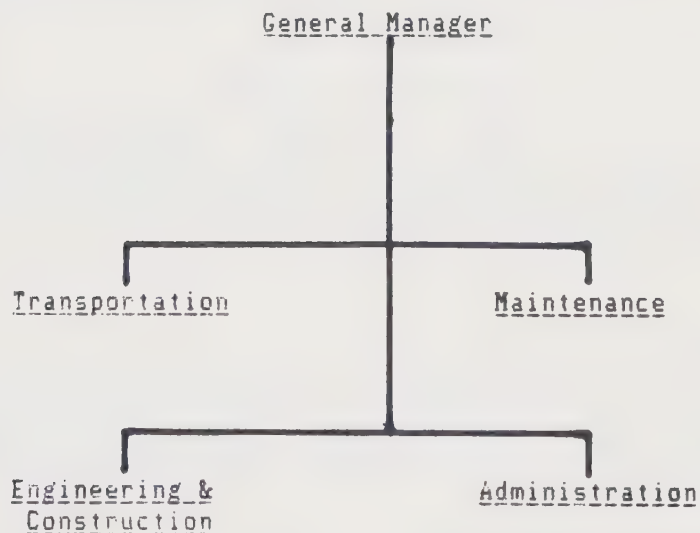
Under a Deputy General Manager all vehicles, facilities, and ways are maintained supported by appropriate administration, field and line management and superintendents.

#### d. Administration

Under a Deputy General Manager the General Manager's staff, Community Affairs, Hazardous Materials, Industrial Safety, Elderly and Handicapped, Strategic Planning, and System Safety are Administered.

\* \* \* \* \*

#### ORGANIZATIONAL CHART: MUNICIPAL RAILWAY





## A.4 Concept of Operations

### a. General Guidelines

1. **Provision of Support Services:** In carrying out basic and auxiliary tasks, the Municipal Railway will act as a support service to the Primary Response Services. MUNI will operate under the following operational concepts:
  - o The plan is to utilize whatever equipment is necessary and available - public and private sector - to meet the service objectives and magnitude of the emergency.
  - o Personnel at all levels will be mobilized to assist in the emergency.
  - o Motor coaches and/or other types of transportation, suitable to the situation/request, will be dispatched as requested to meet emergency demands.
  - o The detailed operations of the Municipal Railway Emergency Plan are covered by a "Standard Operations Procedure" directive (see paragraph A.5, Emergency Operational Procedures).
2. **City Emergency Coordination Center:** During an emergency the Municipal Railway representative(s) at the City Emergency Coordination Center, 1003 Turk Street will:
  - o Endeavor to maintain constant communication with Primary Service organizations;
  - o Ascertain the extent of the transportation support needs and the proper response to meet these needs;
  - o Concomitantly, MUNI's operating capabilities will be monitored via operators, dispatchers, and transit supervisors reported through MUNI Central Control.

### b. Pre-Emergency Tasks

Chief, Transportation Service: General Manager, Municipal Railway.

- o MUNI Central Control will be responsible for collecting and maintaining an up-to-date information bank on available equipment, facilities, and labor force. This will include emergency equipment which may be stored at various facilities.
- o Labor and equipment should be maintained at moderate levels in order to ensure adequate response over a three day period in the event of an emergency situation.

#### A.4 Concept of Operations - cont'd.

##### c. Emergency Tasks

The General Manager of the Municipal Railway is the Chief of the Transportation Services Section and shall supervise and coordinate these services as they might be needed by the Primary Service groups. The four MUNI Deputy General Managers will be responsible for implementing the following primary objectives related to transportation. (Refer to Organization Chart.)

##### 1. Transportation Division is responsible for:

- o Restoring regular transit service as soon as possible;
- o Assisting with communications and reporting of emergency assistance requirement via MUNI Central Control and radio-equipped vehicles;
- o Evacuating people from any endangered area;
- o Transporting fire-fighters, police, or other personnel to areas for emergency relief work as required;
- o Coordinating transportation functions with support transportation agencies as needed;
- o Providing emergency ambulance service in standard motor coach for Medical and Health Services if necessary through directions from MUNI Control Center.

##### 2. Maintenance Division is responsible for:

- o Maintaining MUNI radio base stations and radio equipment;
- o Performing required maintenance and repair on rolling stock;
- o Retrieving displaced Trolley Coaches and LRVs and securing other transit equipment;
- o Obtaining alternate sources of fuel as necessary;
- o Coordinating with the Supply/Procurement Service (City Purchaser's Office) for making emergency purchases;
- o Assigning the use of tow trucks to help clear streets which are blocked. (MUNI serves as support for this function; the Engineering Service [Dept. of Public Works] has primary responsibility for this function within the City's Emergency Operation Plan.);
- o Preparing transit equipment for alternative uses, i.e. ambulance service as requested;
- o Performing required maintenance & repair work on facilities
- o Supplying heavy equipment to Public Works for street clearing
- o Supplying temporary shelter for MUNI operators.

#### A.4 Concept of Operations - cont'd.

3. Engineering and Construction Division is responsible for:

- o Coordinating the deployment of structural engineers for inspection of MUNI facilities including: buildings, subway, overhead lines, trackway;
- o Coordinate restoring use of facilities: 1) temporary use-emergency, 2) long term use - normal function.

4. Administration Division is responsible for:

- o Securement of vital records;
- o Maintenance of administrative function and temporary shelter for that function; and
- o Coordinate emergency procurement and record keeping.

d. Post Emergency Tasks

Public transit in San Francisco is an essential utility. A return to normalcy will require the Municipal Railway to resume operation to the extent labor and equipment are available and streets/line routes and the subway are cleared for vehicular travel.

The General Manager will confer with other Emergency Staff personnel to determine the City's transportation needs during the post-emergency (recovery) period. The General Manager will attempt to ensure the resumption of normal service when the required labor and equipment are available.

#### A.5 Emergency Operations Procedures

a. Communications with Emergency Services Personnel

1. Chain of Command: The Mayor of San Francisco is designated, by Chapter 7, Administrative Code, as Commander of Emergency Services. The six primary emergency operations advisors to the Commander are: The Chief Administrative Officer (CAO); Chiefs of the Fire and Police Departments; and Directors of the Departments of Public Works, Public Health and the Mayor's Office of Emergency Services. Fire Battalion Chiefs are in charge in their respective Fire Districts/Emergency Response Districts.
2. Emergency Response Districts: For the purposes of mitigating the effects of major disaster, such as major earthquake or nuclear attack, the geographical area of the City is divided into ten (10) operational districts which coincide with the normal

## A.5 Emergency Operations Procedures - cont'd.

Battalion Fire Districts of the San Francisco Fire Department City Command and Control will be exercised from the primary Emergency Coordination Center located at 1003 Turk Street or an alternate location, if necessary. The following facilities are designated as alternate command and control locations if required:

- o Hall of Justice, 850 Bryant Street
- o Central Radio Station, Christmas Tree Point, Twin Peaks

3. **Reporting to the Emergency Coordination Center (ECC):** It is essential that coordination commence as soon as possible between the Municipal Railway and the primary Emergency Coordination Center (ECC) once it is activated. General Superintendent Rail Transportation and Deputy General Superintendent Surface Transportation with the Communications Manager as alternate are responsible for reporting immediately to the ECC, 1003 Turk Street to administer the communications function. MUNI Radio Central Control is interfaced into the ECC through both emergency radio and telephone systems. Coordination should be maintained with the ECC in order to ensure mutual awareness of existing conditions and a coordinated effort to carry out assigned functional responsibilities.

### b. Municipal Railway Communications and Special Support Requirements

1. Communication: Central Control will communicate with personnel via the following means:

- o Operators -- two-way radios (all revenue vehicles are so equipped;
- o Radio-equipped vehicles, including Transit Supervisors' vehicles -- two-way radios;
- o Transportation Supervisors on streets -- two-way pole telephones and/or portable radios;
- o Dispatchers - telephones -- two-way;
- o Direct telephone lines to police, fire, ambulance, each Division (Dispatchers and Division Shop), cable machinery, Hetch Hetchy substation, Embarcadero Station and all emergency telephones throughout the subway system.

2. Maintaining Communications

The above method will be maintained during emergency and post-emergency periods. However, a major emergency situation such



## A.5 Emergency Operations Procedures - cont'd.

as a major earthquake could sever telephone lines as well as the land line connecting MUNI Central Control to the transmitter on Twin Peaks. Since it is essential that proper communications be maintained, steps to do so will be taken in the following order:

- o The Central Control Shift Manager will check the status of the system and determine what is available.
- o The Central Control Shift Manager will send staff to each receiver/transmitter station to put them on "repeat" mode. (Basically, this allows the radio system to function in a "simplex" mode, with all coaches able to communicate with all others. It is possible to put all receiver/transmitter stations on "repeat" mode through Central Control.
- o If needed and available, the Office of Emergency Services will activate its mobile communications van which has the capability of using MUNI UHF Channels.
- o There is a radio in the ECC, Central Fire Alarm Station, at 1003 Turk Street that is on UHF Channels "E" and "G"; it will be staffed by MUNI personnel as will the radio in the mobile communications van.

### 3. Special Support

- a) Labor - In order that service be properly executed, only qualified personnel will operate revenue vehicles. In the event of an emergency all needed personnel will be required to report to duty.
- b) Parts and Equipment - If shortages of necessary parts and equipment occur, other transit companies should be utilized as possible sources for additional supplies. In order to expedite the procurement of any commodities, Emergency Order Forms (P.O.'s) will be utilized at all times during the emergency period.
- c) Fuel - Since all trolleys, streetcars, and cable cars may be inoperative during an emergency situation; the diesel motor coaches may be the only mode available to maintain transportation services. Thus, it is essential that an uninterrupted supply of diesel fuel be made available. In the event that the supply of the fuel is interrupted by problems at the source or an interference in transportation, then fuel should be procured from other sources, public and private.

## A.5 Emergency Operations Procedures - cont'd.

### 4. Vehicle Reassignments

- a) Division Assignmnets - A serious earthquake could result in the following "fixed guideway" divisions being without operable revenue vehicles: Washington-Mason, Presidio and Metro. The Superintendent of Surface Transportation, upon evaluation of the situation, will determine the necessity of transferring motor coaches from Army, Kirkland and Woods Divisions to Presidio, Potrero and Metro. This will ensure that divisions within the Municipal Railway will have adequate resources of vehicles available to appropriate emergency service agencies.
- b) Additional Parking - Since Presidio Division may have difficulty in accomodating additional coaches; additional parking/vehicle storage facilities in the immediate vicinity may have to be utilized.

## A.6 Description: Transportation Service Resources

### a. Facilities

MUNI facilities house various functions including operating divisions, revenue and non-revenue equipment storage and maintenance, motive power, communications, and the subway system.

1. Operating Divisions and Revenue Vehicle Storage and Maintenance - Army, Cable Car, Kirkland, Metro Center, Geneva Annex, Presidio, Potrero and Woods facilities are operating divisions which also provide storage, maintenance and inspection for revenue vehicles including: diesel fueled motor coaches - standard and articulated (artics), and electric powered trolley coaches (TCs), cable cars and light rail vehicles (LRVs).
  - a) Motor Coach Facilities - Woods, Kirkland and Army are motor coach facilities. Woods is the central maintenance facility for the motor coach fleet and Kirkland functions as a running repair facility with only minor repairs performed on site. Army is a temporary articulated motor coach facility that is self sufficient.
  - b) Trolley Coach Facilities - Potrero and Presidio Trolley Coach Divisions are self sufficient full-service facilities.



**A.6 Description: Transportation Service Resources - cont'd.**

- c) Metro Center/Geneva - Metro is the operating division for LRVs. It is also a heavy maintenance facility for all electric powered equipment including LRVs, TCs, cable cars and historic streetcars.
- d) Cable Car Barn - The Cable Car Barn is an operating division which houses cable car equipment and machinery. All maintenance of machinery and minor repairs are performed on-site.

**2. Non-Revenue Vehicle Maintenance**

The 24th Street Facility functions as the non-revenue vehicle maintenance and specialty shops facility and houses the Ways and Structures Maintenance Department of the Facilities Maintenance Division. Non-revenue vehicles include: automobiles, light and heavy trucks and other equipment.

**3. Metro Subway System**

There are approximately 34 miles in the metro system consisting of approximately ten (10) miles of subway. The nine metro subway stations are located at: Embarcadero, Montgomery, Powell Civic Center, Van Ness, Church, Castro, Forest Hill and West Portal.

**4. Communications**

The MUNI facility at 131 Lennox (above the West Portal Metro station) houses the Control Center-Communications and Station Operations (Metro system) functions for the Transportation Division, Digital Technicians for Ways and Structures Department of the Engineering and Construction Division as well as Radio Technicians from the Maintenance Division.

## A.6 Description: Transportation Service Resources - cont'd.

### b. Power Sources

#### 1. Hetch Hetchy Water & Power

- a) Transit Power Substations - TCs, LRVs and street cars operate from 600 volt direct current. All feeder lines for all substations can be remotely controlled by supervisory control and power can be back-fed between substations by remote operated sectionalizing, or manual, switches for streetcars and for trolley coaches.

- b) Power Control Center - The Power Control Room on Alameda Street monitors all power lines throughout the system. MUNI Control Center maintains telephone communications with the Power Control Center and provides specific locations on overhead wires/lines where power outages occur. MUNI Overhead Line Department makes repairs and is responsible for ongoing maintenance for all feeder and overhead traction power.

The Power Control Center has a 30 KW back-up diesel generator with a 60 gal. tank; additionally, a 50 gal drum of diesel is stored on-site. The back-up generator automatically supplies power to the Control Center and equipment in event a PG&E power failure. In time of serious emergency the power stations will be shut down until it is safe to resume operations.

- c) Cable Car - The cable car system receives electrical power directly from PG&E. This system also has normal and standby back-up power lines. MUNI is responsible for maintaining the cable operations and data system.
- d) Metro Center/Geneva - Metro has two incoming AC lines: normal and standby/back-up lines with automatic transfer capability. MUNI is responsible for distribution of the power within the facility.

A.6 Description: Transportation Service Resources - cont'd.

2. Auxiliary Power Systems

- a) Cable Car Division - The Division has 90 minute battery back up auxiliary power for the lighting system only. It also has a portable electrical generator assigned: a 4 KW gas generator, 110 & 230 V. (It is currently mounted on a truck.)
- b) Control Center - The Control Center, 131 Lenox, has one 60 KW, 480 V, 3 phase back up diesel generator with a 75 gal. fuel tank which supplies power for communications, air conditioning and critical lighting functions. This generator is limited to the current load capacity.
- c) Fuel - Municipal Railway coaches operate with diesel fuel. Fuel tanks are currently located at Army, Kirkland Woods and Harrison. Only Woods has a diesel-powered back up generator for the pump. Should the electricity fail, coaches will have to refuel at Woods.
- d) Metro Center/Geneva - Metro Center has one 100 KW diesel generator with a 65 gal. diesel fuel tank. This auxiliary power system furnishes power for lighting, waste pumps, fare collection machines and gates.
- e) Presidio - Current system consists 3-100KVA, 4160V-208/1202 transformers, and has reached its maximum capacity. The transformer bank is a PG&E installation.
- f) 24th and Utah Street - The maintenance facility has battery powered emergency lighting and houses two (2) portable electrical generator units which are available for use by all MUNI facilities and six (6) portable welders with power outlets.
- g) Woods - Woods has one 60 KW back up diesel generator unit with fueling supplied by the 7 - 12,000 gal. diesel tanks on site. The auxiliary power system at Woods furnishes critical functions only: fueling, lighting, air compressor, lubrication system, fare collection machines, light duty service building, but not the heavy duty repairs and body work. The hoists would be inoperative.

A.6 Description: Transportation Service Resources - cont'd.

- h) Subway System - All stations in the subway system have 60 minutes of battery powered emergency lighting.

c. Resources/Role of Supporting Transportation Organizations

1. San Francisco Paratransit Broker: The San Francisco Public Utilities Commission administers contracts with service providers of door-to-door paratransit services for qualified disabled persons. U.S. Human Resources Corporation, the Paratransit Broker, administers the City-sponsored Group van, Lift-Equipped Van and Taxi, Services. All vehicles and drivers are potential resources which may be available in an emergency. The paratransit providers do not have fueling capabilities; they all use commercial gas stations.
  - a) Van Service - MV Transportation and Delancy Street Foundation are on the same radio frequency and any of their vans could be used as an emergency dispatch center for the entire system. The radio frequency is VHF 151.835. Kimochi and Cannon Kip are key contractors for the Commission on Aging
    - (1) MV Transportation handles all PUC lift van and one-half of the PUC group van services. The fleet is stored in the City and normally operates on a scheduled basis from 6 A.M. to Midnight.
    - (2) Delancy Street Foundation stores its vehicles in the City. Service is provided on a scheduled basis.
    - (3) Kimochi has limited vehicle capability which are not equipped with a radio dispatch frequency. Vehicles are stored in the City.
    - (4) Cannon Kip has limited vehicle capability. Vehicles are stored in the City.
  - b) Taxi Service - Contractors are Yellow Cab Cooperative, City Cab, Luxor Cab, Veteran's Cab. Taxi clients possess an average of one (1) month's supply of taxi scrip, probably sufficient for immediate emergency needs.

A.6 Description: Transportation Service Resources Taxi Service - cont'd.

- (1) Yellow Cab Cooperative stores taxicabs in the City. All vehicles are radio equipped with VHF frequencies 152.30, 152.315, 157.560 and 157.575 and are capable of communicating vehicle to base; approximately 15% of the vehicles have the capability of communicating vehicle to vehicle.
  - (2) City Cab stores taxicabs in the City. All vehicles are radio equipped with UHF frequency 457.100 and communicate vehicle to base; Dispatcher transmits at UHF frequency 452.100.
  - (3) Luxor Cab has some lift-assisted vans as well as taxicabs. Vehicles are stored in the City. Luxor manages the radio dispatch system for the paratransit van service which links the three (3) service providers. All vans are radio equipped and have the capability to communicate vehicle to vehicle and vehicle to base.
  - (4) Veteran's Taxicab Co. stores vehicles in the City. All taxis are radio equipped with UHF frequency 457.450 and 452.450.
2. Laidlaw Transit, Inc.: This company has a contract with the San Francisco Unified School District to provide school busing services. Vehicles are stored in the City and refueling facilities are located at the storage site. All vehicles are radio equipped with FM 800 frequency MHz single channels (FM repeater at Sutro Tower) with capability to communicate bus to bus and bus to communications base.
- All vehicles and a potential of 200 drivers would be available in an emergency.
3. Golden Gate Transit: During weekdays, motor coaches are stored in the transit district's facilities in the City from 9:30 AM to 2:30 PM. No vehicles are stored in the City overnight. Golden Gate Transit has no refueling capabilities in the City. All coaches are equipped with radios on UHF frequency; receiving for coaches - 482.3875, 482.5375, 482.6875; for Supervisors and Dispatchers - 482.8375; transmitting numbers for coaches 485.3875, 485.5375, 485.6875; for Supervisors and Dispatchers 485.8375.



Resources/Role of Supporting Transportation Organizations Golden Gate  
Transit - cont'd.

In an emergency these vehicles will be available for use. However, most of the operators of these vehicles leave the City while the coaches are parked. A dispatcher and supervisor are at the parking area daily from 6:00 AM to 6:00 PM. Central Control for the transit district is located in San Rafael, with transmitters at the Bank of America Building in the City and Mount Tamalpais. The transit manager can be contacted through Central Control.

4. AC Transit: During weekdays, coaches are stored at the Transbay Terminal. AC has no refueling locations in the City. All coaches are equipped with UHF frequency radios; transmitting on 490.4625, 490.5125, 490.6625, 490.7125; and receiving on 493.4625, 493.5125, 493.6625, 493.7125.

In event of an emergency, these vehicles will be available for use. AC Central Control is located in Emeryville. A transit supervisor is on duty from 5:00 AM to midnight.

5. SamTrans: The agency has three storage yards. The closest to the City is in South San Francisco off U.S. 101.
6. Gray Line: The Line has buses which are used for tours, sightseeing and commute operations. Storage yards are in the City. Normal operational hours are from 6:30 AM to 8:30 PM. Buses are radio equipped; 800 MHz KFX 770 with bus to bus and bus to control center contacts. Fueling capability consists 2 diesel tanks of 10,000 and 6,000 gal. capacity.



## Resources/Role of Supporting Transportation Organizations - cont'd.

7. United Parcel Service (UPS): The vehicles are in delivery service from 8:00 AM to 5:00 PM; from 5:00 PM to 8:00 AM the delivery vans are stored in the City. The UPS is a member of the CTA.
8. National Defense Transportation Association (NDTA): This organization is composed of personnel from private sector firms, the armed forces, and the government and who are involved in all aspects of the transportation industry. They primarily function to develop and improve working and coordination relationships between the private sector and the military. The membership has a collective expertise that can be utilized in time of disaster.

### d. Resource for Labor Support

The Manpower Service Chief (SF Civil Service) will coordinate and procure, as might be available through the volunteer registration process, mechanics and other appropriate labor that might be required. The Superintendent of City Shops will provide mechanics and craft labor as needed and available.

## A.7 Municipal Railway Communications

### a. Present System

Under normal operating conditions the MUNI radio Central Control, 131 Lenox Way, is in contact with all radio-equipped revenue and non-revenue vehicles. One VHF low-band frequency and six (6) UHF channels are used.

#### 1. UHF Channels

The UHF channels are used exclusively for revenue vehicles and field supervisors. This system is a "duplex" one, meaning a different frequency must be used for receiving and transmitting. Vehicle operators are incapable of speaking between vehicles and must rely on Central Control. Following is a listing of UHF channels, transmitting and receiving frequencies and primary assignments:

Channel "A": (transmit - 484.6624, receive - 487.6625) is designated for LRVs.

## A.7 Municipal Railway Communications, UHF Channels - cont'd.

- Channel "B": (transmit - 484.5125, receive - 487.5125) is for trolleys originating from Presidio Division and Cable Cars.
- Channel "C": (Transmit - 484.5625, receive - 487.5625) is a computer data scanning channel (to receive data i.e. vehicle, line, and run numbers). Control Center can use Channel "C" to contact vehicles, but vehicles cannot transmit over this channels.
- Channel "D": (Transmit - 484.6125, receive - 487.6125) is used for trolleys housed at Potrero Division.
- Channel "E": (transmit - 484.7125, receive - 487.7125) is used for motor coaches.
- Channel "F": (transmit - 484.7625, receive - 487.7625) is a computer data scanning channel (to receive data i.e. vehicle, line, and run numbers). Central Control can use Channel "F" to contact vehicles but vehicles cannot transmit voice communications over this channel.
- Channel "G": (transmit - 482.8875, receive - 485.8875) is used for motor coaches.
- Channels A,B,D,E and G (voice) are used to communicate through portable radios which are used throughout the MUNI system.

### 2. VHF Channel

Low Band 3 (31.14 MHz) is used for communications with non-revenue vehicles, transit supervisor vehicles, shops and management. This system is a "simplex" one, meaning that the same frequency is used for both receiving and transmitting.

### 3. Cable Cars

All cable car conductors are equipped with portable radios.

### 4. Radio Base Stations

Ten (10) radio base stations with transmission output of 60 watts each handle reception and transmission for MUNI. They provide approximately 99% City-wide coverage for the UHF channels and VHF frequencies.

4. a) Above Ground Stations

Four (4) above ground stations handle UHF and VHF transmission:

- (1) Twin Peaks (Christmas Tree Point): VHF low-band 3 transmitter and receiver; This station is controlled and maintained by the SF Department of Electricity and has back up diesel generator capability.
- (2) Mendosa and 10th Avenue: VHF low-band 1 and 2 transmitter and receiver and all UHF channels. This station is powered by PG&E and has a 4 hour storage battery capability.
- (3) McLaren Park: VHF low-band 1 and 2 transmitter and receiver, VHF low-band 3 receiver and all UHF channels. This station has a 4 hour battery plant back up power.
- (4) Bank of America Building (California & Kearney Sts.): This station is powered by PG&E and has a 4 hour storage battery capability.

b) Subway Stations

Six (6) UHF subway transit substations transmit and receive Channels "A", "C", and "G" to serve the LRV Metro system. Subway stations are located at: Forest Hill, Eureka Street, Church Street, Civic Center, Montgomery, Carl (Sunset Tunnel). The police, fire and health departments have select radio channels that work in the Metro subway and tunnels. This equipment is MUNI subway base station property which MUNI is responsible for maintaining.

This communications system is computerized, making possible the collection of data directly from the transit vehicles. Central Control is connected to all non-subway base stations via land telephone lines. AT & T response personnel are assigned to monitor their equipment at the Control Center during emergencies.

In the event that land lines become inoperable there are two portable radios which are capable of controlling base stations. From a remote site, they can call a station, and command it to go into a "repeat" mode. This allows the system to function in a "simplex" mode, with all coaches able to communicate with all others.



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

TRANSPORTATION SERVICE

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
IF LITTLE OR NO DAMAGE IS REPORTED LOCALLY, PREPARE, AS DIRECTED, TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.	
IF EXTENSIVE DAMAGE IS REPORTED WITHIN SAN FRANCISCO, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.	
o Place Transportation Service personnel on standby, if not already done.	General Manager
o Establish Command Center at Central Control.	General Manager Deputy Gen. Mgr., Trans
o Report status of Transportation Service - facilities, equipment, operational capability - to City Resources & Support Coordinator (CAO).	General Manager
o Report to City Emergency Coordination Center.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent Surface Transportation.	General Manager General Supt., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with Utilities Service on restoration of telephone, water, gas, and electric power for essential facilities.	Deputy Gen. Mgr. Facility Maintenance
o Provide emergency equipment, or coordinate with departmental supply/procurement representative of Purchaser, for purchases.	Deputy Gen. Mgr., Facilities Deputy Gen. Mgr., Maintenance
o Request from departmental Supply/Procurement representative of Purchaser, chemical toilets for key facilities as might be needed.	Deputy Gen. Mgr., Facilities Deputy Gen. Mgr., Maintenance.

Resources & Support  
Response to Major  
Earthquake

TRANSPORTATION SERVICE

Action_____	Assigned Responsibility_____
o Request mutual aid assistance, from the State Office of Emergency Services Mutual Aid Region 2, through the City Resources & Support Coordinator (CAO).	Deputy Gen. Mgr., Admin
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy General Mgrs.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent Surface Transportation and General Superintendent Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager; Field Supervisor to assess damage; General Superintendent to Central Control; General Superintendent Rail to Emergency Coordination Center; Deputy General Manager Transportation to Central Control; Deputy General Manager Facilities to 949 Presidio Ave. and Deputy General Manager Maintenance to Woods Div.	Central Control Mgr.
o Establish a Transportation Service communications and reporting system.	Central Control Mgr.
o Maintain communications.	Central Control Mgr.
o Order power cut on effected trolley lines.	Central Control Mgr.
o Maintain contact with motor coaches and trolley coaches in effected area(s).	Central Control
o Check with Emergency Response District Battalion Fire Chief to determine emergency transportation requirements.	Field Manager
o Order and/or divert coaches from other lines as required.	Field Manager



# TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Maintain liaison with the Emergency Response District Headquarters.	Field Manager
o In coordination with District Fire Chiefs, designate staging areas for coaches, as needed for situation.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting personnel, and supplies and equipment to feed and shelter disaster victims.	Field Manager Gen. Supt., Rail Trans Gen. Supt., Surface Transportation
o Determine location(s) of on-scene command post(s), as directed.	Field Manager
o Restore service as directed.	Field Manager
o Order deployment as indicated/reported by Field Manager.	Gen. Supt., Surface Transportation
o Mobilize Transportation Service personnel as required to support emergency operations.	Gen. Supt., Surface Transportation
o Coordinate transportation resources, as required, for:  Transporting casualties Evacuation Transporting disaster workers, supplies and equipment.	Gen. Supt., Surface Transportation
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate damaged systems.	Overhead Line Mgr.
o Provide coaches and operators, as directed.	Division Managers

TRANSPORTATION SERVICE

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Designate personnel to be available around the clock.	Division Managers
o Cancel leaves, vacations and days off, as required, to meet emergency operational needs.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations of Transportation Service and submit to Departments/agencies as directed.	General Manager

**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key Transportation Service personnel on alert to the situation.	General Manager
o Establish a Command Center, as required, at Central Control.	General Manager Deputy Gen. Mgr., Transportation
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Supt., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate effected area(s).	General Manager Field Manager Gen. Supt., Rail Trans
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent Surface Transportation, and General Superintendent Rail Transportation.	Central Control Mgr.

Resources & Support  
Response to  
Hazardous Material Incident

TRANSPORTATION SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
o Dispatch Field Manager; Field Supervisor to scene; Gen. Supt., Surface to Central Control; Gen. Supt., Rail to Emergency Coordination Center; Deputy Gen. Mgr., Transportation to Central Control; Deputy Gen. Mgr., Facilities to 949 Presidio; and Deputy Gen. Mgr., Maintenance to Woods Division.	Central Control Mgr.
o Establish a Service communication and reporting system, as needed.	Central Control Manager
o Maintain communications, as required for direction and control.	Central Control Manager
o Broadcast precautionary instructions and guidance to deployed personnel.	Central Control Manager
o Order power cut on effected trolley lines.	Central Control Manager
o Maintain contact with motor coaches and trolley coaches in effected area(s).	Central Control
o Determine location(s) of on-scene command post(s).	Field Manager
o Check with on-scene Incident Commander to determine emergency transportation support requirements as might be needed.	Field Manager
o Order coaches and divert coaches from lines to support emergency requirements.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o Designate, in coordination with on-scene commander, staging area(s) for coaches.	Field Manager

Resources & Support  
Response to  
Hazardous Material Incident

**TRANSPORTATION SERVICE**

Action	Assigned Responsibility
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested personnel, supplies and equipment.	Field Manager Gen. Supt., Rail Transportation Gen. Supt., Surface Transportation
o Restore service when cleared by on-scene commander.	Field Manager
o Order deployment of transportation as indicated/reported by Field Manager.	Gen. Supt., Surface Transportation
o Mobilize Transportation Service personnel as required to support emergency operations	Gen. Supt., Surface Transportation
o Coordinate transportation resources, as required, for:	Gen. Supt., Surface Transportation
<ul style="list-style-type: none"> <li>Transporting casualties</li> <li>Evacuation</li> <li>Transporting disaster workers, supplies and equipment</li> </ul>	
o In coordination with Public Health Department representative(s), ascertain toxicity danger of spill and report required precautions to Central Control Manager.	Gen. Supt., Rail Trans
o Coordinate with utilities - Hetch Hetchy Power - to turn-off services as required.	Overhead line Manr.
o Supply Coaches and operators as requested to support emergency operations.	Division Managers
o Designate personnel to be available around the clock, if necessary, for the situation.	Division Managers
o Cancel leaves and days off if necessary to support emergency operations.	Division Managers





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO RESERVOIR FAILURE**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Key Transportation Service personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as deemed necessary.	General Manager Deputy Gen. Mgr., Transportation
o Report to City Resources and Support Coordinator (COA) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen., Supt., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area(s).	General Manager Field Manager Gen. Supt., Rail Trans
o Determine when affected area is clear for resumption of service.	General Manager
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.,
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager

Resources & Support  
Response to Reservoir  
Failure

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Request assistance from the State Office of Emergency Services Mutual Aid Region 2, through the City Resources and Support Coordinator, as might be required.	Deputy Gen. Mgr., Administration
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager; Field Supervisor to scene - command post; General Superintendent, Surface to Central Control; General Superintendent, Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Order Power cut on affected trolley lines.	Central Control Mgr.
o Announce resumption of normal service.	Central Control Mgr.
o Maintain contact with motor and trolley coaches in affected area(s).	Central Control
o Check with Battalion Fire Chief or Fire Department representative to determine emergency transportation support requirements.	Field Manager
o Order coaches and/or divert coaches from other lines, as might be required.	Field Manager

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging area(s) for coaches.	Field Manager
o Restore service when cleared by the on-scene commander.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested supplies and equipment.	Field Manager Gen. Supt., Rail Transportation Gen. Supt., Surface Transportation
o Order deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation
o Mobilize Transportation Service personnel, as required to support emergency operations.	Gen. Supt., Surface Transportation
o Coordinate transportation services, if required, for:	Gen. Supt., Surface Transportation
Evacuation of individuals Transporting casualties Transporting personnel, supplies and equipment.	
o Coordinate with utilities - Hetch Hetchy - to close down and isolate damaged systems.	Overhead Line Mgr.
o Supply coaches and operators, as required.	Division Managers
o Designate personnel to be available, if required, around the clock.	Division Managers
o Cancel leaves and days off, if necessary.	Division Managers



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CONFLAGRATION**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Key Transportation Service personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as might be needed.	General Manager Deputy Gen. Mgr., Trans
o Report to City Resources and Support Coordinator (CAO) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Transportation
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Mgr., Rail Trans Field Manager Deputy Gen. Mgrs.
o Determine, in coordination with Fire Department, clearance for resumption of normal service.	General Manager
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Request assistance from the State Office of Emergency Services Mutual Aid Region 2, through City Resources and Support Coordinator (CAO).	Deputy Gen. Mgr., Administration
o Assist Transportation Service elements in the procurement of supplies and equipment, as needed.	Deputy Gen. Mgr., Administration
o Coordinate with Utilities Service on restoration of telephone, water, gas and electric power for essential facilities, as required.	Deputy Gen. Mgr., Facilities Maint.

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Ensure preparation and maintenance of log of events of emergency operations.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager & Field Supervisor to scene - command post; General Superintendent, Surface to Central Control; General Superintendent, Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Order power cut on affected trolley lines.	Central Control Mgr.
o Maintain contact with motor and trolley coaches in affected area(s).	Central Control
o Announce resumption of normal service.	Central Control Mgr.
o Check with Battalion Fire Chief or designated Fire Department representative to determine emergency transportation support requirements.	Field Manager



TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Order coaches and/or divert coaches from other lines, as might be required.	Field Manager
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging areas for coaches.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested personnel, supplies and equipment to feed and shelter disaster victims.	Field Manager Gen. Supt., Rail Trans Gen. Mgr., Surface Transportation
o Restore service when cleared by the on-scene commander or Emergency Coordination Center.	Field Manager
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate damaged systems.	Overhead Line Mgr.
o Mobilize Transportation Service personnel as required for situation.	Gen. Supt., Surface Transportation
o Order Deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation
o Coordinate transportation resources, if required, for:	Gen. Supt., Surface Transportation
Evacuation Transporting casualties Transporting personnel, supplies and equipment.	

TRANSPORTATION SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
o Supply coaches and operators as directed.	Division Managers
o Designate personnel to be available around the clock to support emergency operations as required.	Division Managers
o Cancel leaves and days off if required for support of emergency operations.	Division Managers

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TSUNAMI INUNDATION**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key Transportation Service personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as deemed necessary.	General Manager Deputy Gen. Mgr., Trans
o Report to City Resources and Support Coordinator (COA) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Mgr., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area(s).	General Manager Field Manager Gen. Supt., Rail Trans
o Determine when affected area is clear for resumption of service.	General Manager
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Request assistance from the State Office of Emergency Services Mutual Aid Region 2, through City Resources and Support Coordinator (CAO).	Deputy Gen. Mgr., Administration
o Assist Transportation Service elements in the procurement of supplies and equipment, as needed to support emergency operations.	Deputy Gen. Mgr., Administration
o Coordinate with Utilities Service on restoration of telephone, water, gas and electric power for essential facilities, as required.	Deputy Gen. Mgr., Facilities Maint.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager and Field Supervisor to scene; General Superintendent Surface to Central Control; General Superintendent Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division.	Central Control Mgr.
o Establish a communications and reporting system, as directed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Order power cut on affected trolley lines.	Central Control Mgr.

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Maintain contact with motor and trolley coaches in affected area(s).	Central Control
o Announce resumption of normal service.	Central Control Mgr.
o Check with Battalion Fire Chief or designated Fire Department representative to determine emergency transportation support requirements.	Field Manager
o Order coaches and/or divert coaches from other lines, as might be required, to support emergency operations.	Field Manager
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging areas for coaches.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested personnel, supplies and equipment to feed and shelter disaster victims.	Field Manager Gen. Supt., Rail Trans Gen. Supt., Surface Transportation
o Restore service when cleared by the on-scene commander or Emergency Coordination Center.	Field Manager
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate inundated area.	Overhead Line Mgr.
o Mobilize Transportation Service personnel as required for situation.	Gen. Supt., Surface
o Order deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation

Resources & Support  
Response to  
Tsunami Inundation

TRANSPORTATION SERVICE

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Coordinate transportation resources, if required, for:  Evacuation Transporting casualties Transporting personnel, supplies and equipment	Gen. Supt., Surface Transportation
o Supply coaches and operators as directed.	Division Managers
o Designate personnel to be available around the clock to support emergency operations as required.	Division Managers
o Cancel leaves and days off if required for support of emergency operations.	Division Managers
o As directed, organize teams for <u>possible</u> sand bagging operations of designated facilities.	Division Managers



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO SEICHE INUNDATION**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Key Transportation Service personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as deemed necessary.	General Manager Deputy Gen. Mgr., Trans
o Report to City Resources and Support Coordinator (CAO) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Mgr., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area(s).	General Manager Field Manager Gen. Supt., Rail Trans
o Determine when affected area is clear for resumption of service.	General Manager
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Request assistance from the State Office of Emergency Services Mutual Aid Region 2, through City Resources and Support Coordinator (CAO)	Deputy Gen. Mgr., Administration
o Assist Transportation Service elements in the procurement of supplies and equipment, as needed to support emergency operations.	Deputy Gen. Mgr., Administration
o Coordinate with Utilities Service on restoration of telephone, water, gas and electric power for essential facilities, as required.	Deputy Gen. Mgr., Facilities Maint.
o Ensure preparation and maintenance of log of events of emergency operations.	Deputy Gen. Mgrs.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager and Field Supervisor to scene; General Superintendent Surface to Central Control; General Superintendent Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.

Resources & Support  
Response to  
Seiche Inundation

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Order power cut on affected trolley lines.	Central Control Mgr.
o Maintain contact with motor and trolley coaches in affected area(s).	Central Control
o Announce resumption of normal service.	Central Control Mgr.
o Check with Battalion Fire Chief or designated Fire Department representative to determine emergency transportation support requirements.	Field Manager
o Order coaches and/or divert coaches from other lines, as might be required, to support emergency operations.	Field Manager
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging areas for coaches.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested personnel, supplies and equipment to feed and shelter disaster victims.	Field Manager Gen. Supt., Rail Trans Gen. Supt., Surface Transportation
o Restore service when cleared by the on-scene commander or Emergency Coordination Center.	Field Manager
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate inundated area.	Overhead Line Mgr.
o Mobilize Transportation Service personnel as required for situation.	Gen. Supt., Surface Transportation

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Order deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation
o Coordinate transportation resources, if required, for: Evacuation Transporting casualties Transporting personnel, supplies and equipment	Gen. Supt., Surface Transportation
o Supply coaches and operators as directed.	Division Managers
o Designate personnel to be available around the clock to support emergency operations as required.	Division Managers
o Cancel leaves and days off, if required, for support of emergency operations.	Division Managers

**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**

**RESPONSE TO TRANSPORTATION ACCIDENT**

**TRANSPORTATION SERVICE**

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Key Transportation Service personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as deemed necessary.	General Manager Deputy Gen. Mgr., Trans
o Report to City Resources and Support Coordinator (CAO) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Mgr., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area(s).	General Manager Field Manager Gen. Mgr., Rail Trans
o Determine when affected area is clear for resumption of service.	General Manager
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.

Resources & Support  
Response to  
Transportation Accident

TRANSPORTATION SERVICE

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Assist Transportation Service elements in the procurement of supplies and equipment, as needed, to support emergency operations.	Deputy Gen. Mgr., Administration
o Coordinate with Utilities Service on restoration of telephone, water, gas and electric power for essential facilities, as required.	Deputy Gen. Mgr., Facilities Maint.
o Ensure preparation and maintenance of log of events of emergency operations.	Deputy Gen. Mgrs.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation.	Central Control Mgr.
o Dispatch Field Manager and Field Supervisor to scene; General Superintendent Surface to Central Control; General Superintendent Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division, all as directed.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Order power cut on affected trolley lines.	Central Control Mgr.
o Maintain contact with motor and trolley coaches in affected area.	Central Control
o Announce resumption of normal service.	Central Control Mgr.



Resources & Support  
Response to  
Transportation Accident

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Check with on-scene commander or designated representative to determine emergency transportation support requirements.	Field Manager
o Order coaches and/or divert coaches from other lines, as might be required, to support emergency operations.	Field Manager
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging areas for coaches.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies in transporting requested personnel, supplies and equipment to feed and shelter disaster victims.	Field Manager Gen. Supt., Rail Trans Gen. Supt., Surface Transportation
o Restore service when cleared by the on-scene commander or Emergency Coordination Center.	Field Manager
o Coordinate with utilities - Hetch Hetchy power - to close down and isolate area of damage.	Overhead Line Mgr.
o Mobilize Transportation Service personnel as required for situation.	Gen. Supt., Surface Transportation
o Order deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation

Resources & Support  
Response to  
Transportation Accident

TRANSPORTATION SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
<ul style="list-style-type: none"><li>o Coordinate transportation resources, if required, for:<ul style="list-style-type: none"><li>Evacuation</li><li>Transporting casualties</li><li>Transporting personnel, supplies and equipment</li></ul></li></ul>	Gen. Supt., Surface Transportation
<ul style="list-style-type: none"><li>o Supply coaches and operators as directed.</li></ul>	Division Managers
<ul style="list-style-type: none"><li>o Designate personnel to be available around the clock to support emergency operations as required.</li></ul>	Division Managers
<ul style="list-style-type: none"><li>o Cancel leaves and days off, if required, for support of emergency operations.</li></ul>	Division Managers

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Place key personnel on standby alert.	General Manager
o Establish a Command Center at Central Control, as deemed necessary, to the situation.	General Manager Deputy Gen. Mgr., Trans
o Report to City Resources and Support Coordinator (CAO) Service's capability to support emergency operations.	General Manager
o Report to City Emergency Coordination Center, as directed.	General Manager Gen. Supt., Rail Trans
o Maintain contact with Central Control Manager and General Superintendent, Surface Transportation.	General Manager Gen. Mgr., Rail Trans Field Manager Deputy Gen. Mgrs.
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area, as directed.	General Manager Field Manager Gen. Supt., Rail Trans
o Determine when affected area is clear for resumption of service.	General Manager
o Prepare After-action report of emergency operations and submit to departments/agencies as directed.	General Manager
o Ensure preparation and maintenance of log of events, as needed, concerning Service's involvement during the emergency.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency operations and submit to General Manager.	Deputy Gen. Mgrs.

## TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Coordinate with Utilities Service on restoration of telephone, water, gas and electric power for essential facilities, as required.	Deputy Gen. Mgr., Administration
o Ensure preparation and maintenance of log of events of emergency operations.	Deputy Gen. Mgrs.
o Make general notifications.	Central Control Mgr.
o Contact Deputy General Managers; General Superintendent, Surface Transportation and General Superintendent, Rail Transportation, as directed.	Central Control Mgr.
o Dispatch Field Manager and Field Supervisor to scene; General Superintendent Surface to Central Control; General Superintendent Rail to Emergency Coordination Center; Deputy General Manager, Transportation to Central Control; Deputy General Manager, Facilities to 949 Presidio and Deputy General Manager, Maintenance to Woods Division, as directed.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Maintain contact with motor and trolley coaches in affected area.	Central Control Mgr.
o Announce resumption of normal service.	Central Control Mgr.
o Check with on-scene incident commander to determine emergency transportation support requirements.	Field Manager
o Order coaches and/or divert coaches from other lines, as might be required, to support emergency operations.	Field Manager

# TRANSPORTATION SERVICE

Action	Assigned Responsibility
o Determine location of on-scene command post.	Field Manager
o Maintain liaison with on-scene commander.	Field Manager
o In coordination with on-scene commander, designate staging area for coaches.	Field Manager
o Coordinate deployment of transit vehicles and assist other agencies, as requested.	Field Manager Gen. Supt., Rail Trans Gen. Supt., Surface Transportation
o Restore service when cleared by the on-scene commander.	Field Manager
o Coordinate with utilities - Hetch Hetchy Power - to close down and isolate affected area, as directed.	Overhead Line Mgr.
o Mobilize Transportation Service personnel as required for situation.	Gen. Supt., Surface
o Order deployment of transportation resources as indicated by Field Manager.	Gen. Supt., Surface Transportation
o Coordinate transportation resources, if required, for:  Evacuating individuals Transporting response personnel	Gen. Supt., Surface Transportation
o Supply coaches and operators as directed.	Division Managers

TRANSPORTATION SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
o Designate personnel to be available around the clock to support emergency operations as might be required.	Division Managers
o Cancel leaves and days off, if required, for support of emergency operations.	Division Managers



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO WAR EMERGENCY**

**TRANSPORTATION SERVICE**

**NUCLEAR ALERT**

<b><u>Action</u></b>	<b><u>Assigned Responsibility</u></b>
o Place Transportation Service personnel on standby alert.	General Manager
o Mobilize the Transportation Service as directed by Commander (Mayor).	General Manager
o As directed, suspend all non-essential functions.	General Manager
o Establish a Command Center at Central Control, as deemed necessary, to the situation	General Manager Deputy Gen. Mgr., Transportation
o Ensure preparation and maintenance of log of events during emergency period.	General Manager
o Report status of readiness of Transportation Service elements to Commander (Mayor) through Director, Office of Emergency Services.	General Manager
o Develop liaison with State Office of Emergency Services Mutual Aid Region 2, through the City Resources and Support Coordinator (CAO).	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed.	General Manager
o Review and update Service annex.	Director System Safety
o Update organization plan and the assignment of personnel.	Director System Safety

TRANSPORTATION SERVICE

NULCEAR ALERT- cont'd.

Action-----	Assigned Responsibility-----
o Institute refresher training of personnel to familiarize them with emergency plan and emergency assignments.	Director System Safety
o Recruit and train auxiliary personnel to upgrade Service's capability.	Director System Safety
o Review and disseminate siren warning procedures.	Director System Safety
o Coordinate intensified training in emergency skills and make final preparations for attack.	Director System Safety
o Review readiness procedures for warning facilities and equipment; develop a radio watch organization, as needed.	Deputy Gen. Mgrs., Facilities; Maintenance; Transportation and Central Control Manager
o Determine what normal activities and services can be deferred or curtailed to free manpower, equipment and funds for emergency preparations, and report to General Manager.	Deputy Gen. Mgrs., Facilities; Maintenance; Transportation and Central Control Manager
o Advise utilities to start preparations for shutdown of non-essential services and to make final preparations for maintaining essential services throughout the emergency.	Deputy Gen. Mgr., Facilities Maint.
o Assist the Engineering and Construction Service for emergency construction of fallout protection in existing structures, as needed.	Deputy Gen. Mgr., Facilities Maint.
o Coordinate transfer of essential resources, as determined and directed, to protected relocation sites.	Deputy Gen. Mgr., Facilities Maint.

TRANSPORTATION SERVICE

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure preparation and maintenance of log of events during emergency period.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency actions and submit to General Manager.	Deputy Gen. Mgrs.
o Review plan for management of essential resources. [Refer to California plan for Emergency Resources Management.]	Deputy Gen. Mgr., Administration
o Determine and/or designate personnel to be available around the clock.	Deputy Gen. Mgr., Administration
o Develop a 12 hour works schedule plan.	Deputy Gen. Mgr., Administration
o Ensure that obligation documents initiated during the emergency period are properly completed.	Deputy Gen. Mgr., Administration
o Prepare and implement normal work shift operations.	Deputy Gen. Mgr., Administration
o Make general notifications as directed.	Central Control Mgr.
o Establish a communications and reporting system, as directed or needed.	Central Control Mgr.
o Institute communication checks, as directed or needed.	Central Control Mgr.
o Maintain communication contacts.	Central Control Mgr.
o Coordinate transfer of vital documents and records to protected relocation sites.	Manager, Admin.
o Designate personnel to be available around the clock.	Division Managers

TRANSPORTATION SERVICE

NUCLEAR ALERT - cont'd.

Action	Assigned Responsibility
o Defer or curtail all non-essential services.	Division Managers
o Cancel leaves and days off, or recall all personnel on leave and prepare to start two shift operations.	Division Managers
o Make specific assignments to emergency duty stations.	Division Managers
o Return to normal work shifts, as directed.	Division Managers

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ATTACK

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o Provide logistics support to other services, as directed and capable.	General Manager Deputy Gen. Mgrs.
o Initiate and/or coordinate restoration plans of essential facilities and utility systems.	General Manager Deputy Gen. Mgrs.
o Report status of Transportation Service capability to function to City Resources and Support Coordinator (CAO).	General Manager
o Schedule decontamination of essential facilities, as needed.	Deputy Gen. Mgr. Facilities
o Issue warning guideline procedure or instructions on protection against Electro-magnetic Pulse (EMP).	Deputy Gen. Mgr., Facilities; Rail & Surface Transportation

TRANSPORTATION SERVICE

ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Deputy Ge. Mgr., Facilities
o Initiate and coordinate actions required to re-establish personnel action activities.	Deputy Gen. Mgr., Administration
o Disseminate attack warning to Service's employees.	Central Control Mgr.
o Poll Service elements to determine extent of damage and if they are still able to function.	Central Control Mgr.
o Keep Service elements advised of developing fallout threat.	Central Control Mgr.
o Advise Service elements of estimated arrival time of fallout and severity if available.	Central Control Mgr.
o Disseminate information to all Service elements to suspend operations if alerted arrival of fallout.	Central Control Mgr.
o Complete deployment of equipment and personnel to emergency assignments, if possible.	Division Managers





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT**

**TRANSPORTATION SERVICE**

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key Transportation Service personnel on standby alert.	General Manager
o Mobilize the Transportation Service, as directed.	General Manager
o Report to the City Resources and Support Coordinator (CAO) the capability of the Transportation Service to support the emergency response activities, as needed.	General Manager
o Ensure preparation and maintenance of log of events during emergency period.	General Manager
o Prepare After-action report of emergency actions and submit to Departments/agencies, as directed.	General Manager
o Allocate Transportation Service personnel that might be required to support City emergency operations.	Deputy Gen. Mgr., Transportation
o Determine what normal activities and services can be deferred in event of deployment of Transportation Service resources.	Deputy Gen. Mgrs., Engr. & Constr.; Maintenance; Transportation and Central Control
o Ensure preparation and maintenance of log of events during alert period.	Deputy Gen. Mgrs.
o Prepare After-action report of emergency actions and submit to General Manager.	Deputy Gen. Mgrs.
o Make general notifications, as directed.	Central Control Mgr.

TRANSPORTATION SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
o Inventory on-hand supply of gas and diesel supplies.	Division Maintenance Managers
o Ensure heavy equipment is properly secured against movement.	Division Maintenance Managers
o Conduct general site inspection to assure good storage procedures are being used.	Division Managers & Engineering

EMERGENCY PLAN - ATTACHMENT K-1.5A  
UTILITIES - WATER OPERATIONS

Please send any corrections or additions to:  
San Francisco Office of Emergency Services



## Attachment K-1.5-A

### UTILITIES (San Francisco Water Department)

#### A.1 Introduction

The Checklists, included in the Appendices for the San Francisco Water Department are primarily intended for the use of personnel representing the Water Department at various Emergency Coordination/Operation Centers. The noted Checklist items are meant to supplement emergency standing operating procedures previously established by the operating division.

#### A.2 Activation

- a. The Utilities Service Plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency" or in event of an emergency situation requiring resources specified in this plan.
- b. The level of activation for the Utilities Service, whether full or or partial, will be determined by the General Manager, Public Utilities; General Manager, San Francisco Water Department, or an authorized representative in his absence.

#### A.3 Objectives

- o To maintain to the fullest extent possible, the water supply to the City and other communities served by the Department's system.
- o To minimize the loss of water by any breakage in the Department's system so that an adequate water supply exists for both domestic and fire fighting purposes and that the loss will not be a burden on the City.
- o To make emergency repairs to the water system required for the re-establishment of the water supply where disrupted.
- o To protect all the Department's facilities against sabotage and terrorist activities.
- o To determine methods for and maintaining the safety of the water supply
- o The first priority shall be given to the re-establishment of the Department's water system.

#### A.4 Organizational Structure - S.F. Water Department

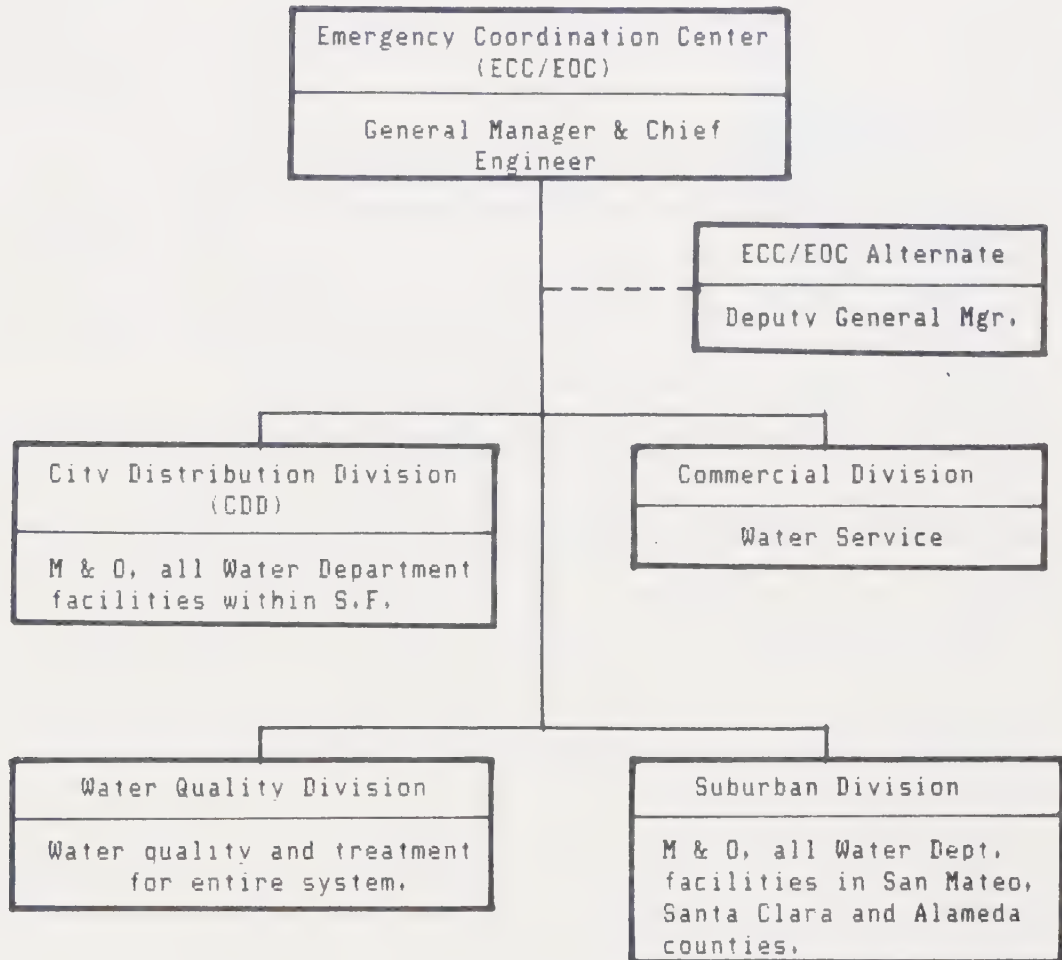
See Exhibit 1 for Department Emergency Organization.





Exhibit 1, Attachment K-1.5-A

San Francisco Water Department  
DEPARTMENT EMERGENCY ORGANIZATION



M & O: Maintenance & Operations



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

UTILITIES SERVICE

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize the Water Utility Service elements.	General Manager
o Allocate resources and personnel required to support City emergency operations.	General Manager
o Report to City Resources and Support Coordinator (CAO) status of Water Utility Service capability to function.	General Manager
o Report to General Manager, San Francisco Public Utilities status of Water Department to operate and provide service.	General Manager
o Determine location(s) of City Departmental/agency emergency operation center(s).	General Manager
o Coordinate with Fire Department concerning availability of water.	General Manager
o Dispatch appropriate personnel to the Emergency Coordination Center.	General Manager
o Coordinate requirements for availability of water tank trucks/trailers with State OES Mutual Aid Region 2, Resources and Support Coordinator.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed..	General Manager
o Dispatch personnel/crews to check out condition of City Reservoirs and distribution facilities.	Radio Control - City Distribution Div

Resources & Support  
Response to Major  
Earthquake

UTILITIES SERVICE

Water Department - cont'd.

Action	Assigned Responsibility
o Dispatch personnel/crews to check out condition of dams and transmission facilities - Suburban.	Radio Control - Suburban Div
o Provide appropriate staff/liaison to Emergency Response District Headquarters - Battalion Fire Stations.	Division Manager, City Distribution Div
o Evaluate status/condition of reservoirs in City.	Division Manager, City Distribution Div
o Coordinate and provide emergency water supply points, as directed.	Division Manager, City Distribution Div
o Establish emergency operational staffing for the Water Utility Service for 24-hour operations.	Division Manager, City Distribution Div Div. Mgr., Suburban
o Coordinate with Construction and Engineering Service for evaluation/damage assessment of facilities, as needed.	Division Manager, City Distribution Div Division Manager, Suburban
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Division Manager, City Distribution Div Division Manager, Suburban
o Establish a Service communications and reporting system.	Division Managers
o Activate emergency plans for restoration of damaged facilities and systems.	Division Managers
o Submit requests for emergency supplies and equipment, as required, to Supply/Procurement Service representatives.	Division Managers

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Recreation and Park for pumping water, if needed, from potable water wells in Golden Gate Park.	Division Manager, Water Quality
o Coordinate with the Health Service for the checking of water pumped from wells to be used for human consumption.	Division Manager, Water Quality
o Coordinate requirements for availability of water tank trucks/trailers with the Construction and Engineering Service - Department of Public Works.	Division Manager, Water Quality
o Ensure that purchases and services directly related to emergency are prepared on authorized forms.	Division Managers
o Ensure that obligation documents initiated during emergency are properly completed.	Division Managers
o Prepare and maintain log of events concerning actions and involvement of department during the emergency.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager.	Division Managers





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO HAZARDOUS MATERIAL INCIDENT**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key personnel on alert to situation.	General Manager
o Allocate personnel required to support City emergency operations, as might be requested.	General Manager
o Mobilize allocated personnel for response to emergency situation.	General Manager
o Report to City Resources and Support Coordinator (CAO) the capability, as required, to support City emergency operations.	General Manager
o Determine location(s) of City Departmental/agency emergency operations center(s).	General Manager
o Determine location(s) of response department's Multi-purpose Staging Area(s), as needed.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed.	General Manager
o Establish a Service communications and reporting system, as needed.	Division Manager affected
o Prepare and maintain log of events of actions during emergency period.	Division Managers
o Coordinate entry, as required, into incident area with police and fire department - incident commander.	Division Managers

UTILITIES SERVICE

Water Department - cont'd.

Action	Assigned Responsibility
o Coordinate close down of water service, if required, with Health Service to isolate contaminated water delivery system.	Division Manager Division Manager, Water Quality
o Ensure that personnel have adequate protective clothing - coordinate with health and fire departments - for operations in hazardous area(s).	Division Manager
o Determine location of on-scene command post.	Division Manager
o Establish and maintain records for personnel time, equipment time, purchase and vendor contracts, as needed, and as they relate to the emergency.	Division Manager
o Ensure that obligation documents initiated during the emergency are properly completed.	Division Manager
o Prepare and maintain log of events of actions during the emergency.	Division Manager
o Prepare After-action report of emergency operations and submit to General Manager.	Division Manager

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO RESERVOIR/DAM FAILURE**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on standby alert.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Mobilize Utility Water Service elements.	General Manager
o Report to City Resources and Support Coordinator (CAO) the capability, as required, to respond to the emergency.	General Manager
o Report status of situation to the General Manager, SF Public Utilities.	General Manager
o Coordinate with utilities - gas/electric - to turn off services in identified inundation area(s), as might be required.	General Manager
o Determine location(s) or City/Departmental emergency operation centers.	General Manager
o Ensure Water Service representative reports to Emergency Coordination Center, as directed.	General Manager
o Ensure preparation and maintenance of log of events during emergency period.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed.	General Manager
o Dispatch personnel/crews to check out situation and condition of reservoir.	Radio Control - City Distribution Div

Resources & Support  
Response to Reservoir/Dam  
Failure

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Dispatch personnel/crews to check out situation and condition of dam.	Radio Control - Suburban
o Alert sewage treatment facilities, Dept. of Public Works, as to potential increase of water in sewage system.	Division Manager, City Distribution Div
o Provide appropriate staff/liaison to Emergency Response District Headquarters (Battalion Fire Station), if requested.	Division Manager, City Distribution Div
o Organize teams, if time allows, for sand-bagging operations.	Division Manager, City Distribution Div Division Manager, Suburban
o Coordinate with San Mateo, Santa Clara and Alameda Counties, as appropriate.	Division Manager, Suburban
o Determine location of on-scene command post.	Division Manager, City Distribution Div Division Manager, Suburban
o Provide representation at on-scene command post.	Division Manager, City Distribution Div Division Manager, Suburban
o Coordinate assistance requirements with Construction and Engineering Service.	Division Manager, City Distribution Div Division Manager, Suburban
o In coordination with Utilities Engineering Bureau Staff and Construction and Engineering Service conduct damage assessment check of reservoir and dam facilities.	Division Manager, City Distribution Div Division Manager, Suburban

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare and maintain log of events of actions during emergency situation.	Division Managers
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Division Managers
o Ensure obligation documents initiated during emergency period are properly completed.	Division Managers
o Initiate damage assessment checks of water systems that have or might have been affected, as the situation allows.	Division Managers
o Coordinate plans for restoration of damaged systems with Utilities Engineering Bureau.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager, as directed.	Division Managers





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CONFLAGRATION**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on standby alert.	General Manager
o Mobilize Utilize Water Service personnel, as required, to support emergency response activities.	General Manager
o Evaluate water supply and availability.	General Manager
o Report to City Resources and Support Coordinator the capability to support City emergency response activities.	General Manager
o Ensure Water Service representative reports to Emergency Coordination Center.	General Manager
o Determine Location(s) on City/Departmental emergency operation centers.	General Manager
o Determine location(s) of response departments Multi-purpose Staging Area(s).	General Manager
o Activate emergency plans for shut-down of water service, as requested, in affected area(s).	General Manager
o Ensure preparation and maintenance of log of events of actions during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies, as directed.	General Manager
o Allocate personnel required to support City emergency operations.	Division Managers

Resources & Support  
Response to  
Conflagration

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Notify affected personnel, City.	Radio Control - City Distribution Div
o Notify affected personnel, Suburban.	Radio Control - Suburban
o Establish a Service communications and reporting system, as needed or directed.	Division Managers
o Determine location of on-scene command post(s).	Division Manager City Distribution Div
o Coordinate water supply requirements for affected area(s) with Fire Department.	Division Manager City Distribution Div
o Provide representation at on-scene command post(s).	Division Manager City Distribution Div
o Coordinate entry, as required, into incident area(s) with Fire and Police Departments/Incident Commander.	Division Manager
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Division Manager
o Ensure that obligation documents initiated during emergency period are properly completed.	Division Manager
o Initiate damage assessment checks of facilities and systems that have been affected and as the situation allows.	Division Manager

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate plans for the restoration of damaged systems with the Utilities Engineering Bureau.	Division Manager
o Prepare and maintain log of events of actions during emergency period.	Division Manager
o Prepare After-action report of emergency operations and submit to General Manager.	Division Manager



**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TSUNAMI INUNDATION**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on alert.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Determine location(s) of City/Departmental emergency operation center(s).	General Manager
o Provide staff personnel to Emergency Coordination Center(s), as activated.	General Manager
o Ensure preparation and maintenance of log of events of actions during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Notify affected personnel, City.	Radio Control - City Distribution Div
o Notify affected personnel, Suburban	Radio Control - Suburban
o Mobilize Utility Water Service personnel, as required, to support emergency response activities.	Division Manager
o Provide Water Service representative at on-scene command post.	Division Manager
o Establish a Service communications and reporting system, as needed.	Division Manager

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate entry, as required, into incident area(s) with Police and Fire Departments/Incident Commander.	Division Manager
o Provide Water Service representative to emergency response district headquarters command post (Battalion Fire Station).	Division Manager
o Determine location(s) of response departments Multi-purpose Staging Area(s).	Division Manager
o Activate emergency plans for shut-down of water service, as requested, in affected area(s).	Division Manager
o Coordinate, as required, damage assessment checks of facilities and systems with the Construction and Engineering Service, as appropriate.	Division Manager
o Establish and maintain records for personnel time, equipment time, purchases vendor contracts, as they relate to the emergency.	Division Manager
o Ensure obligation documents initiated during emergency are properly completed.	Division Manager
o Coordinate plans for restoration of damaged facilities and systems.	Division Manager
o Ensure preparation and maintenance of log of events of actions.	Division Manager
o Prepare After-action report of emergency operations and submit to General Manager.	Division Manager



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO SEICHE INUNDATION**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on alert to the potential of Seiche.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Determine location(s) of City/Departmental emergency operation centers(s).	General Manager
o Provide staff personnel to Emergency Coordination Center, if activated.	General Manager
o Ensure preparation and maintenance of log of events of actions during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Notify affected personnel, City.	Radio Control, City Distribution Div
o Notify affected personnel, Suburban.	Radio Control, Suburban
o Mobilize Utility Water Service personnel, as required, to support emergency response activities.	Division Manager
o Provide Water Service representative at on-scene command post.	Division Manager
o Establish a Service communications and reporting system, as needed.	Division Manager

Resources & Support  
Response to Seiche  
Inundation

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate entry, as required, into incident area(s) with Police and Fire Departments/Incident Commander,	Division Manager
o Provide Water Service representative to emergency response district headquarters command post (Battalion Fire Station),	Division Manager
o Determine location(s) of response departments Multi-purpose Staging Area(s),	Division Manager
o Activate emergency plans for shut-down of water service, as requested, in affected area(s),	Division Manager
o Coordinate, as required, damage assessment checks of facilities and systems with the Construction and Engineering Service, as appropriate,	Division Manager
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency,	Division Manager
o Ensure obligation documents initiated during emergency are properly completed,	Division Manager
o Coordinate plans for restoration of damaged facilities and systems,	Division Manager
o Ensure preparation and maintenance of log of events of actions,	Division Manager
o Prepare After-action report of emergency operations and submit to General Manager,	Division Manager

## RESOURCES AND SUPPORT

### EMERGENCY ACTION ACTION CHECKLIST RESPONSE TO TRANSPORTATION ACCIDENT

#### UTILITIES SERVICE

##### Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on alert as might be required.	General Manager
o Allocate personnel and resources required to support City Emergency operations as might be requested.	General Manager
o Report to City Resources and Support Co-ordinator (CAO) status of Utility Water Service capability to respond to emergency.	General Manager
o Report to City Public Utilities, General Manager if water service has been impacted by accident.	General Manager
o Provide staff personnel to Emergency Co-ordination Center, if activated.	General Manager
o Determine location(s) of City/Departmental emergency operation center(s).	General Manager
o Ensure preparation and maintenance of log of events of actions during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Notify affected personnel, City.	Radio Control, City Distribution Div
o Notify affected personnel, Suburban.	Radio Control, Suburban
o Mobilize Utility Water Service personnel, as required, to support emergency response activities.	Division Manager

Resources & Support  
Response to  
Transportation Accident

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine location(s) of response departments Multi-purpose Staging Area(s),	Division Manager
o Coordinate entry, as required, into incident area with Police and Fire Departments/ Incident Commander,	Division Manager
o Establish a service communications and reporting system, as needed,	Division Manager
o Provide Water Service representation at the on-scene incident command post, as needed,	Division Manager
o If appropriate to the situation, coordinate the need for additional water pressure with the Fire Department on-scene commander,	Division Manager City Distribution Div
o Activate emergency plans for shut-down of water service, as requested, in affected area(s),	Division Manager
o Coordinate, as required, damage assessment checks of facilities and systems with the Construction and Engineering Service and Utilities Engineering Bureau,	Division Manager
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, as they relate to the emergency,	Division Manager
o Ensure obligation documents initiated during the emergency period are properly completed,	Division Manager

UTILITIES SERVICE

Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate plans for restoration of damaged facilities and systems with the Utilities Engineering Bureau.	Division Manager
o Prepare and maintain log of events of actions taken during emergency period.	Division Manager
o Prepare After-action report of emergency operations and submit to General Manager.	Division Manager





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CIVIL DISTURBANCE**

**UTILITIES SERVICE**

Water Department

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Utilities Water Service personnel on alert, as deemed necessary.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Report to City Resources and Support Coordinator the capability of the Utility Water Service to support emergency activities.	General Manager
o Determine location(s) of City/Departmental emergency operation center(s).	General Manager
o Provide staff personnel Emergency Coordination Center, as directed.	General Manager
o Ensure preparation and maintenance of log of events of actions during emergency period.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Notify affected personnel, City.	Radio Control, City Distribution Div
o Notify affected personnel, Suburban.	Radio Control, Suburban
o Mobilize Utility Water Service personnel, as requested.	Division Managers
o Determine location(s) of response departments Multi-purpose Staging Area.	Division Manager

Resources & Support  
Response to  
Civil Disturbance

UTILITIES SERVICE

Water Department - cont'd.

Action	Assigned Responsibility
o Provide liaison personnel at the on-scene incident command post, as requested.	Division Manager
o Establish a Service communications and reporting system, as needed.	Division Manager
o Coordinate entry, as required, into incident area with Police Department/Incident Commander.	Division Manager
o Activate emergency plans for shut-down of water service, as requested, in affected area.	Division Manager, City Distribution Div Division Manager, Suburban
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Division Manager
o Ensure that obligation documents initiated during emergency period are properly completed.	Division Managers
o Coordinate, as required, damage assessment checks of facilities and systems with Construction and Engineering Service and the Utilities Engineering Bureau.	Division Managers
o Coordinate plans for restoration of damaged facilities and systems with the Utilities Engineering Bureau.	Division Managers
o Prepare and maintain log of events of actions taken during emergency.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager.	Division Managers

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO WAR EMERGENCY**

**UTILITIES SERVICE**

Water Department

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Utilities Water Service personnel on standby alert,	General Manager
o Update organization plan and the assignment of personnel,	General Manager
o Coordinate with supporting agencies/personnel to upgrade Service's capabilities,	General Manager
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations,	General Manager
o Report status of preparedness of Utilities Water Service to City Resources and Support Coordinator (CAO),	General Manager
o Review emergency plan(s) for management of essential resources. Refer to California Plan for Emergency Resource Management,	General Manager
o Allocate personnel required to support City emergency preparedness operations,	General Manager
o If activated, determine location(s) of City/Departmental emergency operation center(s),	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency,	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed,	General Manager

Resources & Support  
Response to War  
Emergency

UTILITIES SERVICE

Water Department - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Review and update Service Annex.	Emergency Plan Coordinator
o Institute refresher training of personnel to familiarize them with emergency plan and emergency assignments.	Emergency Plan Coordinator
o Notify affected personnel, City.	Radio Control, City Distribution Div
o Notify affected personnel, Suburban	Radio Control, Suburban
o Mobilize Utility Water Service personnel, as needed, to support emergency preparedness activities.	Division Managers
o Establish a Service communications and reporting system.	Division Managers
o Check the Service communication and reporting system, as needed.	Division Managers
o Designate personnel to be available around the clock.	Division Managers
o Defer or curtail all non-essential services. Cancel leaves and days off, or recall all personnel on leave and start two shift operations, as directed. Make specific assignments to emergency duty stations.	Division Managers Division Managers
o Suspend all non-emergency functions, as directed.	Division Managers

## UTILITIES SERVICE

Water Department - cont'd.

NUCLEAR ALERT - cont'd.

Action	Assigned Responsibility
o Make inventory of on-hand fuel supply, and other supplies as might be needed, i.e. sandbags.	Division Managers
o Identify vital documents and records that may have to be relocated to protected site(s).	Division Managers
o Coordinate action(s) to enhance radiation protection of designated critical Service facilities with Construction and Engineer-Service/Utilities Engineering Bureau.	Division Managers
o Coordinate intensified training in emergency skills and make final preparations for attack.	Division Managers
o Develop a 12 hour work schedule.	Division Managers
o Implement the 12 hour work schedule, as directed.	Division Managers
o Arrange for repairs of essential equipment and/or expedite current maintenance and repair programs.	Division Managers
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency period.	Division Managers
o Ensure that obligation documents initiated during the emergency are properly completed on the proper forms.	Division Managers

UTILITIES SERVICE

Water Department - cont'd.

NUCLEAR ALERT - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Coordinate return to normal work schedule.	Division Managers
o Coordinate transfer of vital documents and records to protected relocation site(s).	Division Managers
o Coordinate transfer of essential supplies, as determined, to protected sites.	Division Managers
o Prepare and maintain log of events of actions taken during the emergency period.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager.	Division Managers

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o If possible, report status of Utilities Water Service capability to function to City Resources and Support Coordinator (CAO),	General Manager
o If possible, report status of Water Service capability to provide service and extent of reported damage to facilities and systems.	General Manager



## UTILITIES SERVICE

Water Department - cont'd.

### ATTACK

<u>Action</u>	<u>Assigned Responsibility</u>
o Advise Service elements of estimated fallout arrival times and severity, if available.	General Manager
o Re-establish and maintain contact with Service elements.	Radio Control, City Distribution Division
o Re-establish and maintain contact with Service elements.	Radio Control, Suburban Division
o If possible, poll Service elements to determine extent of damage and if they are still able to function; inform the General Manager.	Division Managers Division Managers
o Keep Service elements advised of developing fallout threat.	Division Managers
o Schedule decontamination of facilities, as needed.	Division Managers
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Division Managers
o Initiate and coordinate actions required to begin restoration and/or re-establishment of water service for the City.	Division Managers Division Managers



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT**

**UTILITIES SERVICE**

Water Department

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Key Utilities Water Service personnel on standby alert.	General Manager
o Mobilize the Utilitze Water Service, as directed.	General Manager
o Report to the City Resources and Support Coordinator (CAO) the capability of the Water Service to support the emergency response activities, as needed.	General Manager
o Report to the General Manager, Public Utilities the alert status of the Water Service and capability to support emergency response activities.	General Manager
o Ensure preparation and maintenance of log of events during emergency period.	General Manager
o Prepare After-action report of emergency actions and submit to Departments/agencies, as directed.	General Manager
o Notify affected personnel, City, as directed by General Manager.	Radio Control, City Distribution Div
o Notify affected personnel, Suburban, as directed by General Manager.	Radio Control, Suburban
o Allocate, as directed, Water Service personnel that might be required to support emergency operations.	Division Managers
o Determine what normal activities and service can be deferred in event of deployment of Water Service resources.	Division Managers

## UTILITIES SERVICE

### Water Department - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare and maintain log of events of actions taken during emergency.	Division Managers
o Establish a communications and reporting system, as directed or needed.	Division Managers
o Suspend non-emergency functions, as directed.	Division Managers
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency period.	Division Managers
o Ensure that obligation documents initiated during the emergency are properly completed.	Division Managers
o Poll Service elements to determine impact of emergency on facilities and systems.	Division Managers
o Coordinate damage assessment checks, as required, with Construction and Engineering Service, Utilities Engineering Bureau.	Division Managers
o Initiate and coordinate actions required to begin restoration and/or re-establishment of water service if facilities and systems had been affected.	Division Managers
o Prepare After-action report of emergency operations and submit to General Manager.	Division Managers

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY**

**UTILITIES SERVICE**

Water Department

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	General Manager
o Establish a Service Command Center, as deemed necessary.	General Manager
o Report status of preparedness to City Resources and Support Coordinator (CAO).	General Manager
o Designate and be prepared to have department representative report to City Emergency Coordination Center.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during prediction/advisory alert period.	General Manager
o Prepare After-action report of actions taken during prediction/advisory period and submit to departments/agencies as directed.	General Manager
o Initiate plans for restoration of power and other utilities as might be required.	General Manager
o Alert Division Managers to initiate protective mitigation measures.	General Manager
o Make general notifications, as directed.	Radio Control, City Distribution Div
o Make general notifications, as directed.	Radio Control, Suburban
o Prepare to initiate liaison with Emergency Response District Headquarters, as directed.	Division Managers

## UTILITIES SERVICE

Water Department - cont'd.

Action	Assigned Responsibility
o Establish a communications and reporting system as necessary to situation.	Division Managers
o If a Department Command Center is established, ensure continuing contact is maintained during advisory period.	Division Managers
o Organize dam and reservoir inspection teams, and place on ready alert.	Division Managers
o Inventory on-hand supply of gas and diesel supplies.	Division Managers
o Inventory on-hand supplies of pipe and other repair materiel.	Division Managers
o Ensure that installed heavy equipment is properly anchored and adequately protected.	Division Managers
o Initiate protective mitigation measures at all facilities.	Division Managers
o Conduct general site inspections to assure good storage procedures are being used.	Division Managers
o Develop plans for damage assessment checks of facilities and systems with Utilities Engineering Bureau.	Division Managers
o Prepare and maintain log of events of actions taken during the advisory alert period.	Division Managers
o Prepare After-action report of actions taken during the prediction/advisory period and submit to the General Manager.	Division Managers



EMERGENCY PLAN - ATTACHMENT K-1.5B  
UTILITIES - POWER OPERATIONS

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+
+      This Attachment describes how Hetch Hetchy power opera-
+      tions will be conducted in a disaster or major emergency,
+
+
+
+      Responsible      Hetch Hetchy - power
+      Department:
+
+
+      Cooperating      Municipal Railway
+      Department/      S.F. Public Utilities
+      Agenciess:
+
+
+
+
+ + + + +
+
+      Yellow Pages:      Specifically developed by Hetch Hetchy
+                        for its organization and operations,
+
+
+ + + + +

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San Francisco Office of Emergency Services



## Attachment K-1.5-B

### UTILITIES (Hetch-Hetchy Power)

#### A.1 Introduction

The Checklists, included in the **Appendices** for Hetch-Hetchy Power, are primarily intended for the use of personnel representing Hetch-Hetchy at various Emergency Coordination/Operation Centers. The noted Checklist items are meant to supplement emergency and standing operating procedures previously established.

#### A.2 Activation

- a. The Utilities Service Plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency" or in event of an emergency situation requiring resources specified in this plan.
- b. The level of activation for the Utilities Service, whether full or partial, will be determined by the General Manager, Public Utilities; General Manager, Hetch-Hetchy Water & Power, or an authorized representative in his absence.

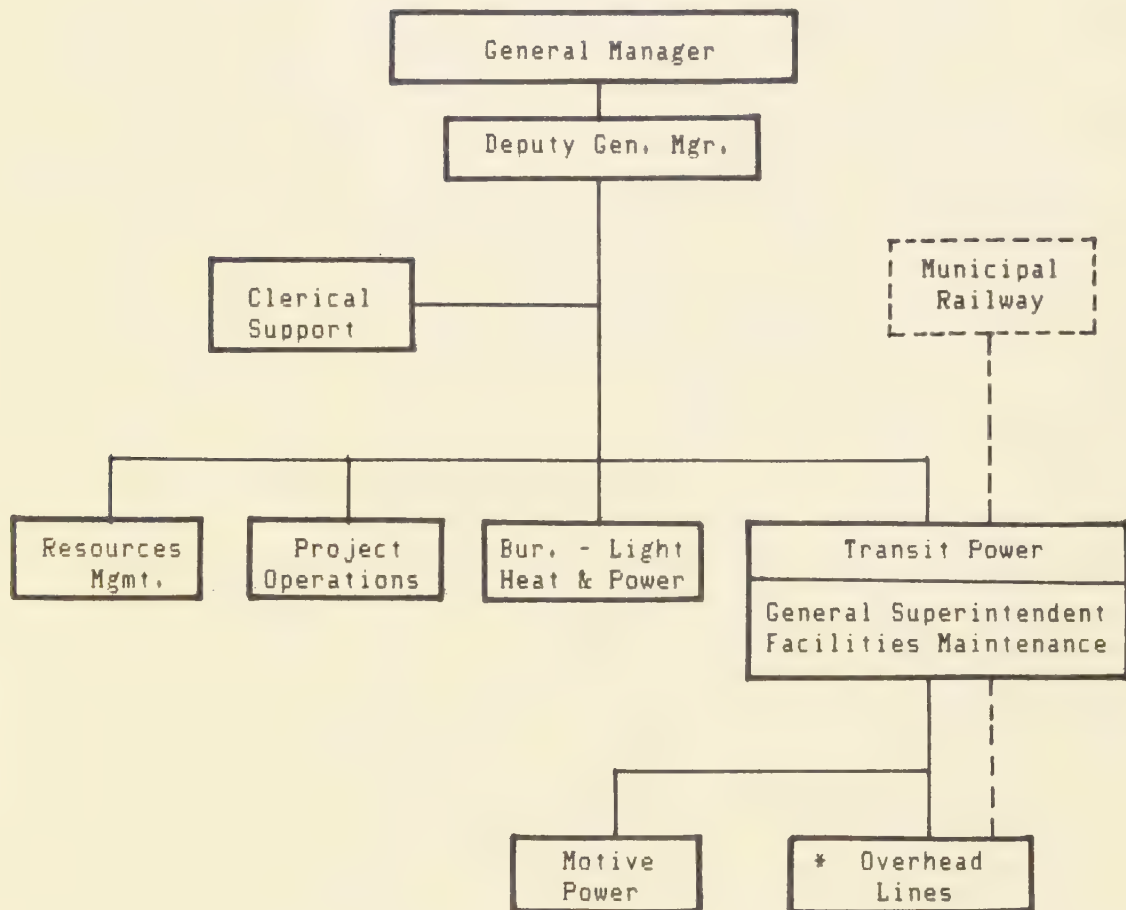
#### A.3 Objectives

- o To maintain to the fullest extent possible, the power supply to MUNI Railway.
- o To minimize the loss of power by any breakage in the Hetch-Hetchy system so that an adequate power supply exists and that the loss will not be a burden on the City.
- o To make emergency repairs to the power system required for the re-establishment where disrupted.
- o To protect all the Hetch-Hetchy facilities against sabotage and terrorist activities.
- o The first priority shall be given to the re-establishment of the Hetch-Hetchy power system.



Exhibit 1, Attachment K-1.5-B

Hetch Hetchy Water & Power  
HETCH HETCHY TABLE OF ORGANIZATION



\* OVERHEAD LINES: is under Municipal Railway direction during emergency operations.





RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

UTILITIES SERVICE

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize the Hetch Hetchy Utility Service elements.	General Manager
o Allocate resources and personnel required to support City emergency operations.	General Manager
o Dispatch appropriate personnel to the City Emergency Coordination Center as directed.	General Manager
o Report to City Resources and Support Coordinator status of Hetch Hetchy Utilities Service capability to function.	General Manager
o Report to General Manager, Public Utilities status of Hetch Hetchy facilities and systems, and capability to operate.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency operations.	General Manager
o Ensure preparation and submission of After-action report as directed.	General Manager
o Submit requests for emergency supplies and equipment, as required, to Supply/Procurement Service designated representative.	Deputy Gen. Mgr.
o Coordinate with Construction and Engineering Service for evaluation/damage assessment of facilities, as needed.	Deputy Gen. Mgr.

## UTILITIES SERVICE

Hetch Hetchy - Power - cont'd.

Action	Assigned Responsibility
o Coordinate Service telephone needs and priorities for emergency operations with the Communications and Warning Service (Dept. of Electricity)	Deputy Gen. Mgr.
o Ensure that purchases and requests for services directly related to emergency are on authorized order forms.	Deputy Gen. Mgr. Manager BLH&P
o Ensure that obligation documents initiated during emergency are properly completed.	Deputy Gen. Mgr. Manager BLH&P
o Prepare and maintain log of events of actions taken during emergency operations.	Deputy Gen. Mgr. Manager BLH&P
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Deputy Gen. Mgr. Manager BLH&P
o Evaluate condition of street lighting facilities.	Manager BLH&P
o Activate emergency plans for restoring damaged street lighting.	Manager BLH&P
o Coordinate with Municipal Railway concerning overhead trolley lines and deactivation of line requirements.	General Supt., Facilities Maint.
o Establish a Service communications and reporting system between P.G.& E. and Muni's Central Control.	General Supt., Facilities Maint.
o Evaluate status/condition of power facilities.	General Supt., Facilities Maint.

Resources & Support  
Response to  
Earthquake

UTILITIES SERVICE

Hetch Hetchy - Power - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Activate emergency plans for restoration of damaged facilities and systems.	General Supt., Facilities Maint.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Power & Plant Supv.I Manager BLH&P
o Establish emergency operational staffing for the Hetch Hetchy Utility Service for 24 hour operations.	Power & Plant Supv.I
o Dispatch crews to check-out condition of City distribution facilities.	Powerhouse Electrician Supervisor II
o Check Status of fuel on-hand.	Powerhouse Electrician Supervisor I
o Coordinate procurement of fuel, as needed for operations.	Powerhouse Electrician Supervisor I
o Determine location(s) of City Departmental or agency emergency operation center(s).	Electrical Engr. Assoc. Elec. Engr.
o Arrange for, organize, and supervise repair crews for damaged street lighting.	Line Inspector BLH&P



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

UTILITIES SERVICE

Hetch Hetchy - Power

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control,	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	Duty, Senior Power-house Operator





**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO RESERVOIR FAILURE**

**UTILITIES SERVICE**

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain inundation area of failure to determine if Hetch Hetchy power facilities lie within impacted area.	General Manager
o Alert key personnel to situation.	General Manager
o Initiate damage assessment check, as required.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Dutv, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	house Operator



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO CONFLAGRATION

UTILITIES SERVICE

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain conflagration or endangered area to determine if Hetch Hetchy power facilities are or could be affected.	General Manager
o Alert key personnel to situation.	General Manager
o Initiate damage assessment check(s), as required.	General Supt., Facilities Maint.
o Report impact on operations, if damage is reported, to General Manager.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Superintendent, Facilities Maint.	Duty, Senior Power-house Operator



**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TSUNAMI INUNDATION**

**UTILITIES SERVICE**

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain inundation area to determine if any Hetch Hetchy power facilities lie within the impacted area.	General Manager
o Alert key personnel to situation.	General Manager
o Report impact and capability to operate to General Manager, Public Utilities.	General Manager
o Initiate damage assessment check(s), as required.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G. & E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G. & E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	Duty, Senior Power-house Operator





## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

#### UTILITIES SERVICE

##### Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain inundation area to determine if any Hetch Hetchy power facilities lie within the impacted area.	General Manager
o Alert key personnel to situation.	General Manager
o Report impact and capability to operate to General Manager, Public Utilities.	General Manager
o Initiate damage assessment check(s), as required.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emerging period.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	Duty, Senior Power-house Operator



**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO TRANSPORTATION ACCIDENT**

**UTILITIES SERVICE**

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain area of accident (aircraft incident in particular) to determine if Hetch Hetchy power facilities lie within area or can be impacted.	General Manager
o Alert key personnel to situation as may be appropriate.	General Manager
o If appropriate, report impact and capability to operate to General Manager, Public Utilities.	General Manager
o Initiate damage assessment check, as required.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	Duty, Senior Power-house Operator



**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO CIVIL DISTURBANCE**

**UTILITIES SERVICE**

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Ascertain if any Hetch Hetchy power facilities lie within or immediately adjacent to the area of the disturbance.	General Manager
o Alert key personnel to the situation, if deemed appropriate.	General Manager
o Report impact and capability to operate system to General Manager, Public Utilities.	General Manager
o Upon control or cessation of incident, initiate damage assessment check(s), as required.	General Supt., Facilities Maint.
o Coordinate restoration and repair of damaged facilities with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	General Supt., Facilities Maint.
o De-energize 600 volt DC feeder circuits as requested by Muni Central Control.	Duty, Senior Power-house Operator
o Transfer high voltage AC lines from normal to alternate supply as requested by P.G.& E.	Duty, Senior Power-house Operator
o Open, rack-out, and red tag AC breakers, control power transformers, and Potential transformers as requested by P.G.& E.	Duty, Senior Power-house Operator
o Prepare and maintain log of events of emergency actions taken.	Duty, Senior Power-house Operator
o Prepare After-action report of emergency operations, as directed, and submit to General Supt., Facilities Maintenance.	Duty, Senior Power-house Operator





RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO WAR EMERGENCY

UTILITIES SERVICE

Hetch Hetchy - Power

NUCLEAR ALERT

<u>Action</u>	<u>Assigned Responsibility</u>
o Place Hetch Hetchy Utility Service personnel on standby alert.	General Manager
o Update organization plan and the assignment of personnel.	General Manager
o Designate personnel to be available around the clock.	General Manager
o Report status of readiness of Hetch Hetchy Service elements to City Resources and Support Coordinator (CAO).	General Manager
o Allocate personnel required to support City Emergency operations.	General Manager
o Identify vital documents and records that may have to be relocated to protected site(s).	General Manager Deputy Gen. Mgr. General Supt.
o Review and update Service Annex/Emergency Action Checklist.	Deputy Gen. Mgr. General Supt.
o Mobilize Hetch Hetchy Service elements personnel, as needed for alert period preparations/actions.	Deputy Gen. Mgr.
o Review emergency plan(s) for management of essential resources. Refer to California Plan for Emergency Resource Management.	Deputy Gen. Mgr.

## UTILITIES SERVICE

Hatch Hetchy - Power

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate intensified training in emergency skills and make final preparations for anticipated attack.	Deputy Gen. Mgr.
o Develop and implement a 12 hour work schedule, as directed.	Deputy Gen. Mgr.
o Ensure that obligation documents initiated during emergency are properly completed.	Deputy Gen. Mgr.
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	Deputy Gen. Mgr.
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Deputy Gen. Mgr.
o Establish a Service communications and reporting system.	General Supt., Facilities Maint.
o Institute refresher training of personnel to familiarize them with emergency plan, emergency assignments.	General Supt., Facilities Maint.
o Coordinate with supporting agencies/personnel to upgrade Service's capabilities.	General Supt., Facilities Maint.
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	General Supt., Facilities Maint.

UTILITIES SERVICE

Hetch Hetchy - Power

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Defer or curtail all non-essential services. Cancel leaves and days off, or recall all personnel on leave and start two shift operations. Make specific assignments to emergency duty stations.	General Supt., Facilities Maint.
o Coordinate action(s), with Construction and Engineering Service, to enhance radiation protection of any designated critical facilities.	General Supt., Facilities Maint.
o Arrange for repairs of essential equipment and/or expedite current maintenance and repair programs.	General Supt., Facilities Maint.
o Coordinate return to normal work schedule.	General Supt., Facilities Maint.
o Determine location(s) of City/Departmental emergency operation centers.	Manager BLH&P
o Check the Service communication and reporting system, as needed or directed.	Senior Powerhouse Operator
o Coordinate transfer of essential supplies, as determined, to protected site(s).	Power & Plant Supervisor I
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Power & Plant Supervisor I
o Make inventory of on-hand fuel supply, and other supplies as might be needed, i.e., sandbags.	Powerhouse Elect. Supervisor I

Resources & Support  
Response to War  
Emergency

UTILITIES SERVICE

Hetch Hetchy - Power

NUCLEAR ALERT - cont'd.

Action	Assigned Responsibility
o Coordinate transfer of vital documents and records to protected relocation site(s).	Powerhouse Elect. Supervisor II
o Suspend all non-emergency functions.	Powerhouse Elect. Supervisor II

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ATTACK

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o Poll Service elements, if possible, to determine extent of damage and if they are still able to function.	General Manager
o Report status of Hetch Hetchy service capability to function to City Resource and Support Coordinator (CAO).	General Manager
o Disseminate information to Service elements to suspend operations, as appropriate, if alerted to arrival of fallout.	General Manager
o Advise Service elements of estimated fallout arrival time and severity if available.	General Manager
o Keep Service elements advised of developing fallout threat.	General Manager

UTILITIES SERVICE

Hetch Hetchy - Power

ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate decontamination activities with the Construction and Engineering Service, as needed.	Deputy Gen. Mgr.
o Initiate and coordinate actions required to begin restoration and/or establishment of services for the City.	Deputy Gen. Mgr.
o Schedule decontamination of facilities, as needed.	General Supt., Facilities Maint.





**RESOURCES AND SUPPORT**

**EMERGENCY ACTION CHECKLIST**

**RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT**

**UTILITIES SERVICE**

Hetch Hetchy - Power

<u>Action</u>	<u>Assigned Responsibility</u>
o Place key Utilities Hetch Hetchy - Power Service personnel on alert to situation,	General Manager
o Mobilize Service elements, as directed,	General Manager
o Report to the City Resources and Support Coordinator (CAO) the capability of the Hetch Hetchy Service elements to support the emergency response activities, as needed,	General Manager
o Report to the General Manager, Public Utilities the alert status of the Service and capability to support emergency response activities,	General Manager
o Ensure preparation and maintenance of log of events during emergency period,	General Manager
o Allocate personnel required to support City emergency operations, as might be directed,	General Manager
o Mobilize Hetch Hetchy Service elements personnel, as needed to support emergency activities,	Deputy Gen. Mgr.
o Develop a 12 hour work schedule if required to support emergency activities,	Deputy Gen. Mgr.
o Implement the 12 hour work schedule as previously developed,	Deputy Gen. Mgr.
o Ensure that obligation documents initiated during the emergency are properly completed,	Deputy Gen. Mgr.

UTILITIES SERVICE

Hetch Hetchy - Power - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Deputy Gen. Mgr.
o Establish a Service communications and reporting system, as deemed necessary.	General Supt., Facilities Maint.
o Determine what normal activities and services can be deferred or curtailed to free manpower for emergency activities.	General Supt., Facilities Maint.
o Make specific assignments to emergency response activities as directed.	General Supt., Facilities Maint.
o Determine location(s) of City/Departmental emergency operation centers.	Manager BLH&P
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as needed, and as they relate to the emergency.	Power & Plant Supervisor I
o Suspend all non-emergency functions, as directed.	Powerhouse Elect. Supervisor II

**RESOURCES AND SUPPORT**  
**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY**

**UTILITIES SERVICE**

Hetch Hetchy - Power - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	General Manager
o Establish a Service Command Center, as deemed necessary.	General Manager
o Report status of preparedness to City Resources and Support Coordinator (CAO).	General Manager
o Designate and be prepared to have department representative report to City Emergency Coordination Center as might be directed.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during prediction/advisory period.	Deputy Gen. Mgr.
o Alert Hetch Hetchy elements to initiate protective mitigation measures.	Deputy Gen. Mgr.
o Ensure dissemination, as directed, of individual preparedness and protective measures to personnel.	Deputy Gen. Mgr.
o Prepare After-action report of actions taken during the prediction/advisory period and submit to the General Manager.	Deputy Gen. Mgr.
o Ensure emergency radio communications systems and networks are in place and functioning. Establish regular testing program for all communication systems.	General Supt., Facilities Maint.

UTILITIES SERVICE

Hetch Hetchy - Power - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Organize inspection teams and place on alert.	General Supt., Facilities Maint.
o Ensure that installed heavy equipment is properly anchored and adequately protected.	General Supt., Facilities Maint.
o Conduct general site inspections to assure good storage procedures are being used.	General Supt., Facilities Maint.
o Develop plans for damage assessment checks of facilities and systems with Utilities Engineering Bureau.	General Supt., Facilities Maint.
o Inventory on-hand supply of gas and diesel supplies.	Supervisor I
o Coordinate plans for procurement of fuel in event of emergency need.	Supervisor I
o Inventory on-hand supplies of repair materiel.	Supervisor I
o Initiate action to order supplies that might be required in event of emergency.	Supervisor I
o Arrange for and organize repair crews, as might be needed, in event of incident; and place on alert.	Line Inspector BLH&P

EMERGENCY PLAN - ATTACHMENT K-1.6  
COMMUNICATIONS & WARNING OPERATIONS

[illegible]

San Francisco Office of Emergency Services





COMMUNICATIONS & WARNING  
(Department of Electricity)

A.1 Introduction

The Department of Electricity is a General Service Department whose primary function is to provide service in the areas of:

- o Radio communications.
- o Wire lines/teletype communications.
- o Fire alarm box systems/dispatch and Command and Control functions.
- o Overhead and underground wire and cable systems.
- o Siren warning systems.
- o Ancillary support functions.
- o Telephone Systems.

The Department emergency plans also considers incorporation of services of non-governmental agencies into the City Communications & Warning Service Organization. The Checklists, included in the **Appendices** for the Department of Electricity are primarily intended for the use of personnel representing the Department at various Emergency Coordination/Operation Centers. The noted Checklist items are meant to supplement emergency standing operating procedures that may have been previously established by the Department's operating divisions.

A.2 Activation

- a. The Communications & Warning Service Plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency" or in event of an emergency situation requiring resources specified in this plan.
- b. The level of activation for the Communications & Warning Service, whether full or partial, will be determined by the General Manager Department of Electricity, or an authorized representative in his absence, or as directed by the Commander (Mayor) of the Emergency Services Organization

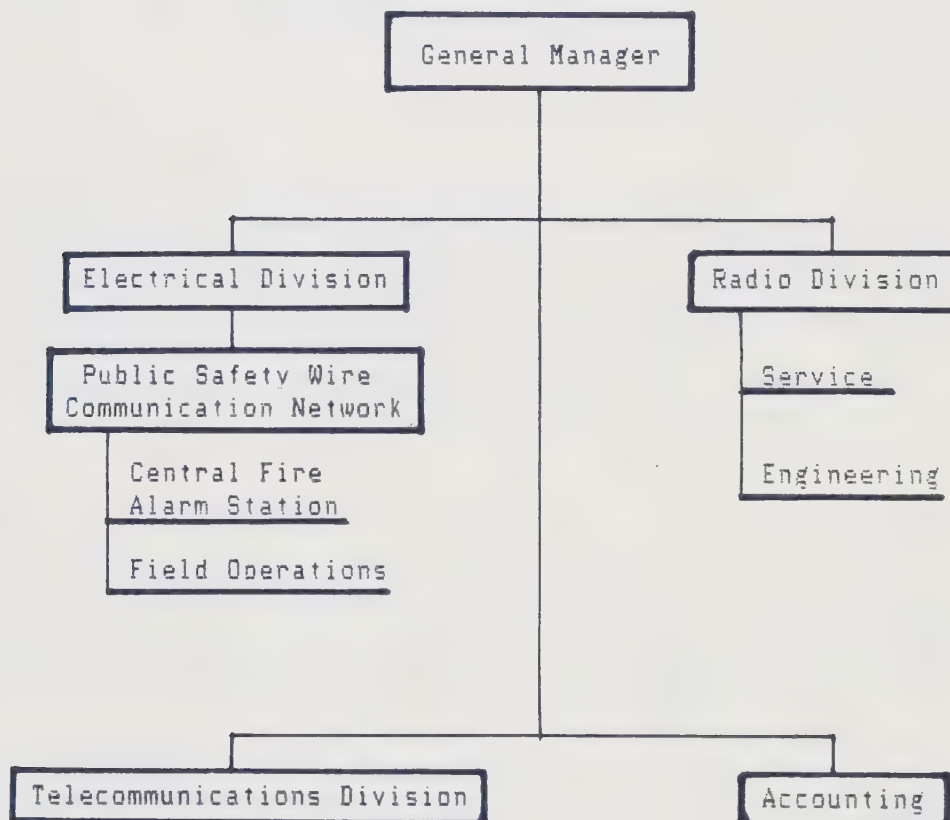
A.3 Objectives

- o To maintain to the fullest extent possible the City's communication systems - radio, wire and telephone.
- o To minimize the loss of communications by failure of the Department's radio, wireline and telephone systems.

### A.3 Objectives - cont'd.

- o To make necessary emergency repairs to the communication systems as required for the restoration of service.
- o To protect all the Department's facilities against sabotage and terrorist activities.
- o The first priority shall be given to the re-establishment of the Department's communication systems.

### A.4 Organizational Structure - Department of Electricity



## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

#### COMMUNICATIONS & WARNING SERVICE

<u>Action</u>	<u>Assigned Responsibility</u>
o Mobilize the Communications & Warning Service elements.	General Manager
o Initiate checks of facilities and systems, to include: Central Radio Station Central Fire Alarm Station Repeater sites Departmental communication facilities Department shops Telephone Systems	General Manager
o Report status of Communications & Warning Service's capability to provide service, to Resources and Support Coordinator (CAO).	General Manager
o Activate emergency plans for the restoration of damaged facilities and systems.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Ensure coordination and liaison is established with the telephone companies for restoration and/or development of priorities for restoration of service.	General Manager
o Allocate resources - personnel, supplies, equipment - required to support City emergency operations, as directed or needed.	General Manager
o Coordinate with Construction and Engineering for evaluation/damage assessment of facilities, as needed.	Division Heads

## COMMUNICATIONS & WARNING SERVICE

### Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish emergency operational staffing for the Communications and Warning Service for 24 hour operations.	Division Heads Principal Acct.
o Ensure that inventory of on-hand fuel supply is adequate.	Supt. Electrical Div. Sr. Radio Tech.
o Coordinate with Supply/Procurement Service for re-supply of fuel for emergency generators and vehicles.	Supt. Electrical Div. Sr. Radio Tech.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts.	Senior Accountant
o Ensure that purchases and services directly related to emergency operation are prepared on authorized order forms.	Senior Accountant
o Ensure that obligation documents initiated during the emergency are properly completed.	Senior Accountant
o Initiate coordination with military liaison personnel, as available, concerning emergency communication needs - telephone and radio.	General Line Foreman Cable Splicer Foreman Sr. Radio Tech. (Engr) Telecom. Manager
o Initiate coordination with the Pacific Bell Telephone company as needed.	Sr. Radio Tech. (Engr) Telecom. Manager
o Establish a Service communications and reporting system.	Telecom. Manager
o Determine location(s) of City/Departmental/agency emergency operation centers.	Supt. Electrical Div.
o Coordinate telephone requirement needs for emergency operations with telephone companies.	Cable Splicer Supv.I Telecom. Manager

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert Department personnel to emergency situation.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Allocate personnel required to support City emergency operations.	Division Heads
o Determine location(s) of City/Departmental emergency operation center(s).	Supt. Electrical Div.
o Establish a Service communications and reporting system, as needed or directed.	Telecom. Manager
o Establish and maintain records for personnel time, equipment time, purchase and vendor contracts as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during emergency are properly completed.	Senior Accountant





RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO RESERVOIR FAILURE

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert Department personnel to situation.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Report capability of Department to support emergency operations to Resources and Support Coordinator (CAO).	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Activate emergency plans for restoration of damaged facilities and systems, as required.	Division Heads
o Establish a Service communications and reporting system, as needed or directed.	Division Heads
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander.	Division Heads
o Initiate damage assessment checks of facilities and systems, as might be affected, and as situation allows.	Elec. Supv. II Gen Line Foreman Sr. Radio Tech. (shop) Cable Splicer Supv. I Telecom. Manager

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Determine location(s) of City/Departmental emergency operation center(s).	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts for the emergency period.	Senior Accountant
o Ensure that obligation documents initiated during the emergency are properly completed.	Senior Accountant
o Ensure that purchases and services directly related to emergency operation are prepared on authorized order forms.	Senior Accountant

RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO CONFLAGRATION

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Alert Department personnel to situation.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Report status and capability of Department to operate and support emergency operations to Resources and Support Coordinator (CAO).	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center.	General Manager
o Initiate inter-Division coordination meeting to coordinate department response activities.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Initiate damage assessment checks of facilities and systems as might be affected and as situation allows.	Supt., Electric Division
o Activate emergency plans for restoration of damaged facilities and systems as situation will allow.	Division Heads
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander.	Division Heads

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Establish a Service communications and reporting system as necessary or directed.	Telecom. Manager
o Determine location(s) of City/Departmental emergency operations center(s).	Subt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during the emergency period are properly completed.	Senior Accountant
o Ensure authorized purchase order forms, as needed, are used for emergency response activities.	Senior Accountant

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI INUNDATION

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert Department personnel to situation.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Report status and capability of Department to operate and support emergency operations to Resources and Support Coordinator (CAO).	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center.	General Manager
o Initiate inter-Division coordination meeting to coordinate department response activities, if needed.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Initiate damage assessment checks of facilities and systems, as might be affected and as situation allows.	Division Heads
o Activate emergency plans for restoration of damaged facilities and systems as situation will allow.	Division Heads
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander.	Division Heads

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a Service communications and reporting system, as deemed necessary or as directed.	Telecom. Manager
o Determine location(s) of City/Departmental emergency operation centers.	Supt. Electrical Div.
o Determine location(s) of response departments Multi-purpose Staging Area(s).	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during the emergency period are properly completed.	Senior Accountant



## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO SEICHE INUNDATION

#### COMMUNICATIONS & WARNING SERVICE

##### Department of Electricity

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Alert Department personnel to situation,	General Manager
o Allocate personnel required to support City emergency operations,	General Manager
o Report status and capability of Department to operate and support emergency operations to Resources and Support Coordinator (CAO),	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center,	General Manager
o Initiate inter-Division coordination meeting to coordinate department response activities,	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency,	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed,	General Manager
o Initiate damage assessment checks of facilities and systems, as might be affected and as situation allows,	Supt., Electric Division
o Activate emergency plans for restoration of damaged facilities and systems as situation will allow,	Supt., Electric
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander,	Division Heads

COMMUNICATIONS & WARNING

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a Service communications and reporting system, as deemed necessary or as directed.	Telecom. Manager
o Determine location(s) of City/Departmental emergency operation centers.	Supt. Electrical Div.
o Determine location(s) of response departments Multi-purpose Staging Area(s).	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during the emergency period are properly completed.	Senior Accountant

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

Action-----	Assigned Responsibility---
o Alert Department Key Department personnel to situation.	General Manager
o Allocate personnel required to support City emergency operations.	General Manager
o Report status and capability of Department to operate and support emergency operations to Resources and Support Coordinator (CAO).	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center.	General Manager
o Initiate inter-Division coordination meeting to coordinate Department response activities, if needed.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Initiate damage assessment checks of facilities and systems, as might be affected and as situation allows.	Division Heads
o Activate emergency plans for restoration of damaged facilities and systems as situation will allow.	Division Heads
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander.	Division Heads

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a Service communications and reporting system, as deemed necessary or as directed.	Telecom. Manager
o Determine location(s) of City/Departmental emergency operation Centers.	Supt. Electrical Div.
o Determine location(s) of response departments Multi-purpose Staging Area(s).	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during the emergency period are properly completed.	Senior Accountant

## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

#### COMMUNICATIONS & WARNING SERVICE

##### Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Alert Key Department personnel to situation.	General Manager
o Allocate personnel, as might be required or directed, to support City emergency operations.	General Manager
o Report status and capability of Department to operate and support emergency operations to Resources and Support Coordinator (CAO).	General Manager
o If activated, ensure representatives - maintenance, etc. - are designated to report to Emergency Coordination Center.	General Manager
o Initiate inter-Division coordination meeting to coordinate department response activities, if needed.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Initiate damage assessment checks of facilities and systems, as might be affected and as situation will allow.	Division Heads
o Activate emergency plans for restoration of damaged facilities and systems as situation will allow.	Division Heads

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate entry, as required, into incident area with Police and Fire Departments/Incident Commander.	Division Heads
o Establish a Service communications and reporting system, as deemed necessary or as directed.	Telecom. Manager
o Determine location(s) of City/Departmental emergency operation centers.	Supt. Electrical Div.
o Determine location(s) of response departments Multi-purpose Staging Area(s).	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts, as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during the emergency period are properly completed.	Senior Accountant



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO WAR EMERGENCY

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

NUCLEAR ALERT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Communications and Warning Service personnel on standby alert.	General Manager
o Update organization plan and the assignment of personnel.	General Manager
o Review and update Service Annex/Emergency Action Checklist items.	General Manager
o Allocate personnel required to support City Emergency operations.	General Manager
o Determine what normal activities and services can be deferred or curtailed to free manpower and funds for emergency preparations.	General Manager
o Report status of readiness of Communications and Warning Service elements to City Resources and Support Coordinator (CAO).	General Manager
o Defer or curtail all non-essential services; cancel leaves and days off, or recall all personnel on leave and start two shift operations. Make specific assignments to emergency duty stations.	General Manager
o Identify and coordinate transfer of vital documents and records to protected relocation site(s).	General Manager
o Coordinate intensified training in emergency skills and make final preparations for anticipated attack.	General Manager

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Suspend all non-emergency functions.	General Manager
o Institute refresher training of personnel to familiarize them with emergency plan, emergency assignments.	General Manager
o Coordinate with supporting agencies/personnel to upgrade Service's capabilities.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency alert period.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Designate personnel to be available around the clock.	Division Heads
o Develop and implement a 12 hour work schedule.	Division Heads
o Review and update Service Annex.	All supervisors
o Mobilize Communications & Warning Service personnel, as needed for the period of preparation actions.	Division Heads
o Establish a Service communications and reporting system, as needed or directed.	Telecom. Manager
o Initiate checks for the Service communications and warning system, as needed or directed.	Telecom. Manager Supt. Electrical Div.
o Review warning procedures with siren control personnel at central warning point.	Supt. Electrical Div.

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

NUCLEAR ALERT - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Institute a schedule of communications checks, as needed or directed.	Telecom. Manager Supt. Electrical Div. Sr. Radio Engr.
o Review readiness of warning and radio facilities equipment.	Supt., Electric Div. Sr. Radio Engr.
o Check fuel supplies of emergency generators, refuel and/or stock as needed.	Supt. Electrical Div. Sr. Radio Tech.
o Coordinate plans for transfer of essential supplies, as determined by Service, to protected site(s).	Division Heads
o Coordinate with the Construction and Engineering Service actions to enhance radiation protection of critical facilities and systems, to include:  Central Radio Station Central Fire Alarm Station Hall of Justice	Division Heads
o Arrange for repairs of equipment and/or expedite current repair programs.	Division Heads
o Determine location(s) of City Departmental emergency operation centers.	Supt. Electrical Div.
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts.	Sr. Accountant

## COMMUNICATIONS & WARNING SERVICE

Department of Electricity

### NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Ensure that only the authorized (war emergency) emergency purchase order form is used.	Sr. Accountant
o Ensure that all obligation documents initiated are properly completed for expeditious action.	Sr. Accountant

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### ATTACK

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o Initiate and coordinate actions required to re-establish communication and warning activities for the City; emphasis to radio communications.	General Manager
o Report status of Communications & Warning Service elements's capability to function to Resources and Support Coordinator (CAO).	General Manager
o Disseminate information to Service elements to suspend operations, as appropriate, if alerted to arrival of fallout.	General Manager
o Advise Service elements of estimate fallout arrival time and severity, if available.	General Manager

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

ATTACK - cont'd.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Disseminate attack warning to public - activate siren warning system - and Emergency Service Organization, upon direction of Commander (Mayor) or designated representative.	Supt. Electrical Div.
o Poll Service elements to determine extent of damage and if they are still able to function.	Division Heads
o Keep Service elements advised of developing fallout threat.	Division Heads
o Schedule decontamination of facilities with emphasis to critical facilities.	Division Heads
o Coordinate decontamination activities with the Construction and Engineering Service, as needed or required.	Division Heads





RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO PEACETIME/TECHNOLOGICAL INCIDENT

COMMUNICATIONS & WARNING SERVICE

Department of Electricity

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place key Communications and Warning Service personnel on alert to situation.	General Manager
o Mobilize Service elements, as directed.	General Manager
o Report to the City Resources and Support Coordinator (CAO) the capability of the Communications and Warning Service to support the emergency response activities, as needed.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	General Manager
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	General Manager
o Allocate personnel required to support City emergency operations, as might be directed.	General Manager
o Mobilize personnel required to support emergency operations.	Division Heads
o Develop a 12 hour work schedule if required to support emergency activities.	Division Heads
o Implement the 12 hour work schedule as previously developed.	Division Heads
o Determine what normal activities and services can be deferred or curtailed to free manpower for emergency activities.	Division Heads

## COMMUNICATIONS & WARNING SERVICE

### Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Make specific assignments to emergency response activities, as directed.	Division Heads
o Determine location(s) of City/Departmental emergency operations center(s).	Supt. Electrical Div.
o Establish a Service communications and reporting system, as needed or directed.	Telecom. Manager
o Establish and maintain records for personnel time, equipment time, purchase and vendor contracts as they relate to the emergency.	Senior Accountant
o Ensure that obligation documents initiated during emergency are properly completed.	Senior Accountant

## RESOURCES AND SUPPORT

### EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

#### COMMUNICATIONS & WARNING SERVICE

##### Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	General Manager
o Establish a Service Command Center, as deemed necessary.	General Manager
o Report status of preparedness to City Resources and Support Coordinator (CAO).	General Manager
o Designate and be prepared to have department representative(s) to report to City Emergency Coordination Center.	General Manager
o Ensure preparation and maintenance of log of events of actions taken during prediction/advisory period.	General Manager
o Prepare After-action report of actions taken during the prediction/advisory period and submit to departments/agencies as directed.	General Manager
o Alert Service elements to initiate protective mitigation measures.	Division Heads
o Ensure dissemination, as directed by General Manager, of individual preparedness and protective measures to personnel.	Division Heads
o Ensure emergency radio communication systems and networks are in place and functioning.	Sr. Radio Engr.
o Ensure wireline communication systems and networks are in place and functioning.	Supt., Electric Div
o Alert Telecommunications vendors to prepare for essential service procedures.	Telecom. Manager

## COMMUNICATIONS & WARNING SERVICE

### Department of Electricity

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish a regular testing program for all communications systems, unless otherwise directed.	Division Heads
o Organize inspection and repair teams and place on alert.	Division Heads
o Ensure that heavy or "top heavy" equipment is properly anchored and adequately protected.	Division Heads Telecom. Manager
o Conduct general site inspections to assure good storage procedures are being used.	Division Heads
o Develop plans for damage assessment checks of facilities, systems and equipment with Construction and Engineering Service.	Division Heads
o Inventory on-hand supplies of gas and diesel.	Supt. Electrical Div. Sr. Radio Tech.
o Coordinate plans for procurement of fuel in event of emergency need.	Supt. Electrical Div. Sr. Radio Tech.
o Inventory on-hand supplies of repair/replacement parts as might be required.	Division Heads
o Initiate action to order supplies that might be required in event of emergency.	Division Heads
o Alert Telecommunications vendors for inspection and repair services.	Telecom. Manager

EMERGENCY PLAN - ATTACHMENT K-1.7  
FISCAL CONTROL OPERATIONS

Please send any corrections or additions to:  
San Francisco Office of Emergency Services





**FISCAL CONTROL**  
(Controller)

**A.1 Introduction**

The Checklists, included in the **Appendices** for the Fiscal Control Service, are primarily intended for the use of personnel representing the the Controller's Office at various Emergency Coordination/Operations Centers. The noted Checklist items are meant to supplement emergency and standing operating procedures which might have been previously established.

**A.2 Activation**

- a. The Fiscal Control Service Plan will be activated upon declaration of "Local Emergency" by the Mayor, or a duly authorized representative; a "State of Emergency", as might be declared; a "State of War Emergency" or in event of an emergency situation requiring resources in this plan.
- b. The level of activation for the Fiscal Control Service, whether full or partial, will be determined by the Controller, or an authorized representative in his absence, or as directed by the Commander (Mayor) of the Emergency Services Organization.

**A.3 Objectives**

- o To describe the type of emergency financial services which may be required at the time of a disaster.
- o To ensure establishment and maintenance of appropriate records of the disaster period.
- o To maintain to the fullest extent possible, the fiscal control recordation and activities of the City Emergency Services Organization.
- o To initiate expeditious 'due processes' during the emergency/disaster and recovery periods.

**A.4 Scope**

The applicability of items indicated in the checklists apply to any City Department or Agency which incurs or could incur out of budget expenses or extraordinary costs related to emergency response or recovery.



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A MAJOR EARTHQUAKE

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Suspend requirements for Certification of Funds for period of emergency,	Controller
o Mobilize the Fiscal Control Service elements, to include:	Chief Assistant Controller
Controller's Staff	
Treasurer	
Finance & Records	
Retirement Board	
o Allocate personnel required to support City emergency operations,	Chief Assistant Controller
o Establish emergency operational staffing for the Fiscal Control Service for 24 hour operations,	Chief Assistant Controller
o Establish a communications and reporting system,	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency,	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed,	Chief Assistant Controller
o Initiate schedule of submission of time rolls for overtime period of emergency. Inform City Departments/agencies of submission schedule,	Director, Payroll (PPSD)
o Determine location(s) of City/Departmental/agency emergency operation centers,	Chief, Revenue & Disbursements

## FISCAL CONTROL SERVICE

### Controller

<u>Action</u>	<u>Assigned Responsibility</u>
o Report to Resources and Support Coordinator (CAO) status of Fiscal Control Service's capability to function.	Chief, Revenue & Disbursements
o Upon direction, establish a financial and cost analyst element.	Chief Fund Accountant
o Verify that purchases and services directly related to emergency are prepared on Emergency Purchase Order forms.	Fund Accounting Team Supervisors
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as related to period of emergency.	Soecial Projects Supervisor

RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO HAZARDOUS MATERIAL INCIDENT

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system, as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as related to emergency.	Special Projects Supervisor





## RESOURCES AND SUPPORT

### • EMERGENCY ACTION CHECKLIST RESPONSE TO RESERVOIR FAILURE

#### FISCAL CONTROL SERVICE

##### Controller

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system, as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contract as related to emergency.	Special Projects Supervisor



RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO CONFLAGRATION

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system, as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Identify vital documents and records that may have to be relocated to safety.	Chief of Systems ISD - Security
o Develop and coordinate a relocation plan for vital records and documents.	Chief of Systems ISD - Security
o Implement relocation plan for movement of vital records and documents, as directed.	Chief of Security ISD - Security
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to the emergency.	Special Projects Supervisor

RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO TSUNAMI INUNDATION

FISCAL CONTROL SERVICE

Controller

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to emergency.	Special Projects Supervisor





RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO SEICHE INUNDATION

FISCAL CONTROL SERVICE

Controller

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to emergency.	Special Projects Supervisor



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO TRANSPORTATION ACCIDENT

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to emergency.	Special Projects Supervisor



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO CIVIL DISTURBANCE

FISCAL CONTROL SERVICE

Controller

Action_____	Assigned Responsibility_____
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Establish a communications and reporting system, as deemed necessary or directed.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPDS)
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as they relate to emergency.	Special Projects Supervisor





RESOURCES AND SUPPORT  
EMERGENCY ACTION CHECKLIST  
RESPONSE TO WAR EMERGENCY

FISCAL CONTROL SERVICE

Controller

NUCLEAR ALERT

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Place Fiscal Control Service personnel on standby alert,	Controller
o Allocate personnel required to support City emergency operations,	Chief Assistant Controller
o Develop a tentative 12 hour work schedule,	Chief Assistant Controller
o Implement the 12 hour work schedule as directed,	Chief Assistant Controller
o Designate personnel to be available around the clock,	Chief Assistant Controller
o Determine what normal activities and service can be deferred or curtailed to free manpower and funds for emergency preparations,	Chief Assistant Controller
o Defer or curtail all non-essential services. Cancel leaves and days off, or recall all personnel on leave and start two shift operations, as directed. Make specific assignments to emergency duty station(s),	Chief Assistant Controller
o Suspend all non-emergency functions,	Chief Assistant Controller
o Update organization plan and the assignment of personnel,	Chief Assistant Controller

Controller

NUCLEAR ALERT -cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Institute refresher training of personnel to familiarize them with emergency plan, emergency assignments.	Chief Assistant Controller
o Report status of readiness of Fiscal Control Service to City Resources and Support Coordinator (CAO).	Chief Assistant Controller
o Coordinate intensified training in emergency skills and make final preparations for attack.	Chief Assistant Controller
o Ensure preparation and maintenance of log of events of actions taken during emergency period.	Chief Assistant Controller
o Suspend requirements for certification of funds for period of emergency.	Chief Assistant Controller
o Mobilize Fiscal Control Service personnel, as needed or directed.	Director of Personnel
o Establish a communication and reporting system as directed or needed.	Director of Finance
o Initiate periodic checks of the communication and reporting system.	Director of Finance
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Director of Finance
o Initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director of Payrolls (PPSD)

Controller

NUCLEAR ALERT - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Review and update Service Annex.	Chief, Revenue & Disbursements
o Coordinate with supporting agencies/personnel to upgrade Service's capabilities.	Chief, Revenue & Disbursements
o Determine location(s) of City/Departmental emergency operation center(s).	Chief, Revenue & Disbursements
o Identify vital documents and records that must be transferred to protected relocation site(s).	Chief of Systems ISD - Security
o Coordinate transfer of vital documents and records to protected relocation site(s).	Chief of Systems ISD - Security
o Inform City Departments/agencies about suspension of certification of funds.	Chief Fund Accountants
o Verify that obligation documents initiated during emergency are on proper authorized form and are properly completed.	Fund Accounting Supervisors
o Establish and maintain records for personnel time, equipment time, and purchases and vendor contracts.	Special Project Supervisor

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ATTACK

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o Initiate and coordinate actions required to re-establish fiscal control activities for the City & County of San Francisco.	Chief Assistant Controller
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Controller

ATTACK - cont'd.

<u>Action</u>	<u>Assigned Responsibility</u>
o Disseminate information to Service elements to suspend operations, as appropriate, if alerted to arrival of fallout.	Chief Assistant Controller
o Report status of Fiscal Control Service capability to function to City Resources and Support Coordinator (CAO).	Director of Finance
o Poll Service elements to determine extent of damage and to what extent they are able to function.	Chief, Revenue & Disbursements
o Advise Service elements of estimated fallout arrival time and severity if available.	Chief, Revenue & Disbursements
o Keep Service elements advised of developing fallout threat.	Chief, Revenue & Disbursements

RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO PEACETIME/TCHNOLOGICAL INCIDENT

FISCAL CONTROL SERVICE

Controller

<u>Action</u>	<u>Assigned Responsibility</u>
o Allocate personnel required to support City emergency operations.	Chief Assistant Controller
o Report to the City Resources & Support Coordinator (CAO) the capability of the Fiscal Control Service to support the emergency response activities, as needed.	Chief Assistant Controller
o Establish a Service communications and reporting system, as deemed necessary or directed.	Chief Assistant Assistant
o Ensure preparation and maintenance of log of events of actions taken and requests received during emergency.	Chief Assistant Controller
o Prepare After-action report of emergency operations and submit to Departments/agencies as directed.	Chief Assistant Controller
o As appropriate, initiate schedule for submission of time rolls for overtime for period of emergency. Inform City Departments/agencies of submission schedule.	Director, Payroll (PPSD) : :
o Upon direction, establish a financial and cost analyst element.	Director of Finance
o Determine location(s) of City/Departmental emergency operation centers.	Chief, Revenue & Disbursements

FISCAL CONTROL SERVICE

Controller

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Verify that obligation documents initiated during emergency are properly completed.	Fund Accounting Team Supervisors
o Establish and maintain records for personnel time, equipment time, purchases and vendor contracts as related to emergency.	Special Projects Supervisor



RESOURCES AND SUPPORT

EMERGENCY ACTION CHECKLIST  
RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

FISCAL CONTROL SERVICE

Fiscal Control - Service Chief

<u>Action</u>	<u>Assigned Responsibility</u>
o As might be directed by Mayor or authorized representative, alert key staff personnel.	Controller
o Alert key staff personnel to initiate protective mitigation measures.	Controller Chief Ass't Controller
o Conduct general site inspection to assure good storage and mitigation measures have been initiated.	Chief Ass't Controller
o Establish a Fiscal Control communications and reporting system that can be expeditiously implemented in event of need.	Chief Ass't Controller
o Ensure dissemination, as directed by Controller, of individual preparedness and protective measures to personnel.	Chief Ass't Controller
o Develop plans for damage assessment.	Chief Ass't Controller
o Prepare and maintain log of activities, as needed, concerning alert actions taken by Fiscal Control Service.	Chief Ass't Controller
o Prepare After-action report of emergency actions taken during designated period of prediction/advisory and submit to Departments/agencies as directed.	Chief Ass't Controller







## EMERGENCY PLAN - ANNEX R RADIOLOGICAL OPERATIONS

[illegible]

San Francisco Office of Emergency Services





ANNEX R  
RADIOLOGICAL OPERATIONS  
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## RADIOLOGICAL OPERATIONS

### R.1 Introduction

This annex establishes the concepts and procedures to support efforts pertaining to peacetime and national defense emergencies involving radioactive materials. These emergencies include material being transported, stored, or used at a fixed location.

### R.2 Objectives

The overall objectives of radiological operations will be to:

- o Provide for the safety and well being of individuals in the affected area(s).
- o Provide a system for monitoring, reporting, processing, and analyzing radiological data.
- o Provide technical information on protective measures, decontamination, care and treatment of casualties and rescue personnel.
- o Provide a system for receipt and dissemination of information required for response and recovery due to a radiological exposure.
- o Recommend expedient protective measures to preserve essential facilities and services.

### R.3 Concept of Operations

Radiological protection activities during peacetime and national defense emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies are provided in **Appendix R, Hazard-Specific Responses**.

#### R.3.1 Peacetime Spill or Release

The potential for a radiological accident increases in proportion to urban and industrial development, increase of traffic in transportation corridors and technological processes which utilize, create, store, transport, and dispose of radioactive materials. Response will be necessary in the following types of spills and/or releases.

### R.3.1.1 Basic Emergency Situations

#### Point Source - No Contamination Spread

Most accidents involving the transport of radioactive materials are of this nature. Improper care and storage of sealed source material or where radioactive material is contained by virtue of its packaging or storage area pose no threat of spread by meteorological or technological means except if the containment is breached.

#### Point Source - Contamination Spread

Depending upon the type of source material (liquid, gas, etc.), secondary type of emergency (explosion, fire, etc.), and meteorological condition (wind, rain), and remedial action(s) taken (flush with water, bury with sand), there is the potential of a spread of radioactive contamination. Early on determination of the form and strength/level of the radioactive material is vital. Remedial action and expeditious notification procedures must take into account the possibility of contamination by airborne particle emissions, ground, water and ingestion contamination.

#### Airborne Release - Contamination Spread

Most notable are atmospheric releases from nuclear power generating facilities, laboratory accidents and intentional terrorist activities. Depending upon the meteorological conditions at the time of the release, monitoring and remedial measures must take into account and consider an increased area of possible contamination. Additionally, contamination may be introduced into the body through inhalation or ingestion.

### R.3.1.2 Operational Phases

#### Pre-Emergency Phase

During this phase, emphasis will be placed on developing plans, SOPs and checklists. Communication networks and procedures for reporting radiological data and coordination channels must be identified. Fixed facilities should be identified which may pose a particular threat in the area in event of a major disaster, i.e. fire, earthquake.

#### Emergency Phase

This phase could begin with a serious threat of a radioactive release from a nuclear power plant and/or other fixed facility, or with an incident in which a suspected radioactive emitting source is present. The following procedures should be initiated.

### R.3.1.2 Operational Phases - cont'd.

#### Emergency Phase - cont'd.

- o Priority will be directed to mitigating the life threatening situation(s); rescue of victims who may have been exposed. The risk factor to rescue personnel must be evaluated by any decisions and actions.
- o Initiate monitoring to identify and establish the hazard (hot) zone and safe perimeter zone.
- o Maintain liaison with Emergency Medical Services and Environmental Health Services representatives.
- o Provide information, advice, projections and other intelligence as to hazard risk of radioactive material.
- o Initiate protective and safety measures.
- o Provide for decontamination, care and treatment of casualties and rescue personnel as required.
- o Notify local Radiological Officer and the State Office of Emergency Services.
- o Ensure that accumulated dose exposure readings of exposed victims and emergency response personnel are compiled and reported to the proper authority for evaluation.

When all available City resources have been committed and additional resources - materiel and personnel - are required to continue mitigation activities, a request for mutual aid may be initiated through established channels. Any action which requires financial commitment by the City must be authorized by the Chief of Department, SFFD or Director, Department of Public Health.

#### Post-Emergency Phase

The Post-Emergency Phase is directed to accomplishing the following:

- o Initiate actions to temporarily reinstate essential facilities and services.
- o Ensure permanent restoration of public and private property including public services.



### R.3.1.2 Operational Phase - cont'd.

#### Post\_Emergency\_Phase - cont'd.

- o Initiate on-the-scene investigations to uncover possible residual effect hazards.
- o Provide and/or evaluate information to improve future emergency response operations.

### R.3.2 National Defense Emergencies

#### R.3.2.1 General

The magnitude and nature of survival problems associated with the direct and indirect effects of national defense emergencies involving radioactive materials requires planning in terms of remedial responses to various possible situations, as detailed in following Appendices R-10a through R-10c.

#### R.3.2.2 Contaminate Situations

##### High\_Level\_Atmospheric\_Detonation - no contamination.

The detonation of a high altitude nuclear device between 85,000 and 100,000 feet above the earth's surface will cause an electro-magnetic surge which could adversely effect electrical, transistorized communications and information processing equipment. Equipment in the above categories would be effected unless appropriately protected. The release of radiation would be extremely low and no fallout or residual radiation would be produced

##### Low\_Level\_Atmospheric\_Detonation - contamination spread.

Detonation of a nuclear device between 5 and 10 thousand feet above earth's surface will produce a thermal effect intense enough to vaporize material at ground zero. It may produce burns on exposed personnel and initiate fires over a large area. The fires may later merge and spread into major conflagrations if they are not controlled and provided sufficient fuel is present. The thermal effect is accompanied by a blast effect which combines over-pressure and high velocity winds which can pulverize material at ground zero and collapse or seriously damage structures in fringe areas. Initial radiation release is primarily limited to that area subject to severe heat and blast effects. Residual radiation, in the form of fallout, may persist in varying intensities in the immediate blast area and in fallout areas downwind. The fallout area may be hundreds of times larger than the area affected by the blast.



### R.3.2.2 Contaminate Situations

Surface Detonation - contamination spread.

The effects of a surface detonation are essentially the same as those for a low level atmospheric detonation. The only difference between the two is that atmospheric detonations maximize shock, blast and the thermal effect, while a surface detonation maximizes the production and spread of radioactive contamination - fallout. This type detonation would most likely be associated with terrorist activities or ballistic warheads.

### R.3.2.3 Operational Conditions

National Defense operational conditions are divided into four phases; Warning, Readiness, Emergency and Recovery.

#### Warning Conditions

Two warning conditions exist for national defense emergencies.

- o Strategic Warning - Hostilities are imminent. The warning time may vary from several hours to several days. During this period, phased readiness conditions will be initiated. Warning will be disseminated over commercial radio networks and through governmental channels.
- o Attack Warning - Attack against the country has been initiated by terrorist activity or hostile forces.

Warning is immediate via the city siren warning system and public announcements over the Emergency Broadcast System - KNBR, KCBS, KGO.

#### Readiness Conditions

International events and tensions may produce critical situations which will require civil government to undertake precautionary measures prior to an attack warning. Readiness conditions FOUR through ONE prescribes specific precautionary actions to be taken by the City Emergency Services Organization. Changes in these conditions will be announced by the governor or his designated representative.

- o Condition Four - Emphasis will be placed on updating plans, SOPs and checklists; identifying communications networks and procedures for reporting; inventory

### R.3.2.3 Operational Conditions - cont'd.

#### o Condition\_Four - cont'd.

of equipment, supplies, and facilities; determine quantity of available radiological equipment; assign additional personnel to receive accelerated radiological training; work with City PIO to develop, for possible dissemination, radiological protection information/instructions to the public.

#### o Condition\_Three - This condition becomes effective when the situation warrants increased readiness in government without formal notification of the public at large.

#### o Condition\_Two - This condition reflects a situation where the international situation requires precautionary preparation for a national defense emergency on all levels of government and by the general public.

#### o Condition\_One - This condition reflects that an actual threat is occurring or is imminent, or upon receipt of an attack warning or an actual attack.

### Emergency\_Operations

The period during and after an attack when the public is generally confined to fallout shelters and the operations of the City Emergency Services Organization are generally shelter based. The emphasis is on survival and emergency operations.

#### o Fire\_Control - Fire predominates over all other hazards. Prompt action must be taken to suppress or control fires or to move seriously threatened shelters regardless of other existing or potential hazards. Fire situations may be negligible, with no significant fire problems; controllable, where the fire threat is within local capacity to confine or suppress; and uncontrollable, which is beyond local capability to confine or suppress.

#### o Radiation\_Control - Timely use of countermeasures are necessary in or near a radiation area to minimize exposure to the public and to disaster service workers. Radiation levels may be negligible,

### R.3.2.3 Operational Conditions - cont'd.

#### Emergency Operations - cont'd.

where measurements never exceed 0.5 roentgens per hour; moderate, with measurements falling between 0.5 and 50 roentgens per hour; and severe, where level exceeds 50 roentgens per hour.

- o Pre-Attack Movement - Movement of a high risk population to an area of lower risk in order to minimize effects upon population from blast and residual fallout radiation.
- o Shelter - Effective use of existing or expedient fallout shelters. Shelter is the primary post-attack countermeasure with others complementing but not substituting for adequate shelter.
- o Emergency Movement - Post-attack movement of people to areas of little or no radiation hazard or from one shelter to another providing greater protection.
- o Decontamination - The physical removal of fallout material from people, areas, facilities and other resources.
- o Exposure Control - The regulation of individual and/or group activities, sheltered and unsheltered, to control exposure to radiation.
- o Contamination Control - The initial prevention of contamination by fallout material and actions taken to prevent its spread.

#### Recovery

This is the period during which priority operations are conducted to restore essential services and supply systems and where the public can either temporarily or permanently emerge from fallout shelters. In the initial stages, the emphasis is placed on sustaining the surviving population.

Over an extended period, the emergency recovery operations are phased out and nationwide resource management operations become paramount, with emphasis on re-establishing and maintaining a viable economy.

## R.4 Organization and Responsibilities

During peacetime incidents involving radioactive materials, the emergency organization will be as noted and shown as the Incident Command System ( see Annex A - Emergency Management, Enclosure A-1). A national defense emergency may change relationships between levels of government and between regular agencies of City government. These changes may include consolidation of several agencies under a single emergency response service, where said agencies normally work independently of one another; and formation of special purpose units to perform functions not normally required prior to a national defense emergency. ( see Annex A - Attachment A-2-C, Enclosure A-2).

### R.4.1 City and County of San Francisco

#### Law Enforcement

The San Francisco Police Department, supported by the California Highway Patrol isolate the scene, restrict or re-route traffic, establish area and crowd control, conduct evacuations as required, and coordinate public information activities. The California Highway Patrol has incident command responsibilities for incidents occurring on highways within the City & County of San Francisco, but will relinquish control to the military during a national defense emergency or in the event of a peacetime incident involving a nuclear device.

#### Fire

The San Francisco Fire Department contains, and coordinates the prevention of the spread of the radioactive materials, takes necessary fire prevention actions, provides first aid as necessary, assists with decontamination measures, monitors and reports radiation levels at the scene and of personnel, take overall on-scene management responsibilities.

#### Emergency Medical and Health

The Department of Public Health will provide medical and health response through its bureaus. Environmental Health and the City Poison Control Center will assist with identification, containment and advise on protective measures and equipment. Information may also be provided on health risks along with recommendations as to reduction of health risk hazards. Basic counseling may be provided for victims and emergency personnel through the the Bureau of Mental Health. Emergency chronic medical response and treatment, provision of medical teams and designation of mass casualty collection areas will be provided by the Emergency Medical Service. (also see Annex E - Enclosure E-3, page 14, paragraph 7 - RADIOLOGICAL SAFETY GUIDE)

#### R.4.1 City and County of San Francisco - cont'd.

##### Public Works

The Department of Public Works, under the direction of the incident command authority, assists in containment and provides barricade and shielding material and heavy equipment as might be required.

##### Office of Emergency Services

The San Francisco Office of Emergency Services (OES) will coordinate requests for outside assistance and provide a mobile communications van with driver, if required. OES will act as liaison between City departments/agencies in the event of a national defense action. Support, as might be required or within OES capability, will be provided to on-scene departments/agencies.

#### R.4.2 State Agencies

##### State Office of Emergency Services

The State Office of Emergency Services through its regional office arranges for mutual aid support and provides liaison with other state agencies. The Radiological Division of State OES will provide technical advice and detection equipment and instrumentation support.

##### Department of Transportation

CALTRANS can assist and/or provide for identification and containment of radioactive materials on State highways and freeways.

##### Department of Health Services - Radiological Division

The Radiological Health Division (RHD) of the Department of Health Services has primary authority over radioactive materials within the State of California. In the event of an incident involving these materials, the RHD will provide appropriate technical assistance. However, by virtue of a "Memorandum of Understanding", this assistance may also be provided by the State Office of Emergency Services or by City radiological management officers.

##### California Highway Patrol

The California Highway Patrol (CHP) is designated incident commander for all radiological materials incidents on State highways and freeways in the City. The CHP has been designated as the State Agency Coordinator (SAC) for on-highway incidents.



#### R.4.3 Federal Agencies

##### United States Coast Guard (USCG)

The Coast Guard provides for decontamination, containment and cleanup when a radioactive substance contaminates or is likely to contaminate, directly or indirectly, a navigable waterway of the United States.

##### Environmental Protection Agency (EPA)

The EPA responds to incidents affecting or likely to affect inland water.

The EPA and Coast Guard both have a limited amount of resources to contain and cleanup a radiological spill affecting state water. If the spill is beyond their resources, they will contact pre-established cleanup contractors for assistance. They have and will use authority provided under Public Law 92-500 to charge payment for containment and cleanup actions to the responsible party. If the spiller is unknown or is without resources, the Coast Guard or EPA have funds which they may draw upon to recover costs incurred. Both agencies are assigned federal on-scene coordinator (OSC) responsibilities through the National Contingency Plan.

##### Federal Emergency Management Agency (FEMA)

Federal agencies operate under their own statutory authority and may render assistance directly; however, following a Presidential Declaration, FEMA will coordinate the federal response system.

#### R.4.4 Other Agencies

##### American Red Cross

The American Red Cross will dispatch nurses or other volunteers to receiving hospitals to verify the identity and condition of exposure victims, register patients, and handle inquiries regarding status and location of casualties. They will also assist with opening and operating mass care shelters.

#### R.5 Policies and Procedures

##### R.5.1 Emergency Response - Peacetime

Radiological releases and spills in the City & County of San Francisco are rare and confined to transportation and on-site incidents. When the fire department Communications Center is notified of an occurrence, it will initiate the pre-established notification protocols. The responders - fire



#### R.5.1 Emergency Response - Peacetime - cont'd.

department and environmental health personnel will:

- o Determine type and form of radioactive source material and determine method of containment and or entry.
- o Advise rescue and response personnel of protective procedures, clothing and equipment.
- o Collect and analyze radiation levels and predict potential exposure levels.

#### R.5.2 Emergency Response - National Defense Emergency

During increased readiness conditions or in response to an actual attack, the scope of radiation exposure and population protection problems become extended over a lengthy period of time. In response to a national defense incident, depending on the circumstances, the San Francisco Emergency Service Organization shall be responsible for:

- o Identify and coordinate the equipping and supplying of shelter sites throughout the City. The shelters are to be provided with adequate radiation detection and monitoring devices.
- o Establish a network of monitors and monitoring stations. Expedient training shall be given on proper instrument use, calibration, and reporting procedures as required.
- o Collect and analyze fallout, fallout winds, radiation levels, exposure, and other data as projected contamination intensities and time elements to accomplish unprotected tasks.
- o Issue health safety information regarding decontamination of persons, equipment, food and other supplies.
- o Determine when and for what periods emergency personnel and the public may emerge from shelters.
- o Advise on fallout decontamination procedures and determine or project when areas are safe to re-enter.

### R.5.3 Communications

Radiological monitors shall be establish, as soon as possible, communications with the City's Emergency Coordination Center by any means available. Due to possible EMP effect, VHF radios, transistorized VHF (high and low), microwave and telecommunications may be affected. Amateur two-meter band, if available, is suggested, especially those instruments which are not dependent on commercial power.

### R.5.4 Mutual Aid

In accordance with the California Master Mutual Aid Agreement, requests for mutual aid assistance will be submitted to the appropriate Regional Mutual Aid Coordinator through the San Francisco Office of Emergency Services.

Enclosure R-1

EMERGENCY TELEPHONE NUMBERS

I. Local Numbers

Fire Communications	861 - 8000
Police Communications	553 - 1736
San Francisco Office of Emergency Services	441 - 6020
(Nights - Weekend, Contact OES duty thru SFFD page system)	861 - 8000
Environmental Health, Dept. Public Health	554 - 2795
Poison Control Center	476 - 6600
Emergency Ambulance Service	554 - 2800
Coroner	553 - 1694

II. Hospitals

San Francisco General Hospital	821 - 8200
Childrens	387 - 8700
French	666 - 8000
Mt. Zion Medical Center	567 - 6600
Pacific Presbyterian Medical Center	563 - 4321
Ralph Davies Medical Center	565 - 6779
St. Francis	775 - 4321
St. Lukes	647 - 8600
St. Mary's	668 - 1000

III. Required Notifiactions

San Francisco Office of Emergency Services		441 - 6020
California Office of Emergency Services	1 (800)	852 - 7550
Radiological Division	1 (916)	391 - 7716
California Highway Patrol		
San Francisco		557 - 0305
Marin		924 - 1100
California Department of Health Services		
Doug Homan	1 (916)	324 - 2445
Lloyd Batham	1 (916)	324 - 1801
Tom Bailey	1 (916)	324 - 1789
Radiological Division	1 (916)	445 - 3035
National Response Center	1 (800)	424 - 8802
Environmental Protection Agency		974 - 8131
Nuclear Regulatory Agency		841 - 5121
(nights)		841 - 9244



Enclosure R-2

DISTRICT FALLOUT SHELTER SPACES

Identified fallout shelter facilities have a protection factor (PF) of 40 and above. A protection factor rating of 40 ( PF 40) means that the radiation received inside the shelter facility is forty times less than the radiation dose that an individual would receive during the same period in an unprotected environment.

There are over 500 identified shelters with over a million shelter spaces available in San Francisco. In view of this fact, the specific listings are inventoried and published as a separate document from the February 1987 National Shelter Survey (NSS) All Facility Listing. The majority of fallout spaces are located in facilities where the type building construction is of such nature which achieves heavy/dense mass, i.e. concrete, masonry. This type construction, because of its inherent mass is able to achieve the recognized minimum PF of 40.

<u>POSTAGE</u> <u>ZIP CODE AREA</u>	<u>1988</u> <u>POPULATION</u> (Estimate)	<u>CAT 2 to 4</u> <u>SHELTER SPACES</u>
94102	24,871	701,226
94103	20,271	285,784
94104		651,173
94105	449	290,634
94107	13,540	118,069
94108	13,343	516,969
94109	55,566	306,118
94110	67,866	59,448
94111	3,238	437,911
94112	60,154	8,360
94114	36,828	27,435

DISTRICT FALLOUT SHELTER SPACES - cont'd.

<u>POSTAGE</u> <u>ZIP CODE AREA</u>	<u>1988</u> <u>POPULATION</u> (Estimate)	<u>CAT 2 to 4</u> <u>SHELTER SPACES</u>
94115	33,828	74,532
94116	39,764	31,428
94117	43,163	40,298
94118	43,309	38,511
94121	42,189	38,768
94122	54,008	71,811
94123	25,314	20,065
94124	27,762	29,334
94127	20,984	20,814
94131	32,988	5,302
94132	23,155	210,664
94133	30,435	69,138
94134	32,135	46,000
94129 (PSFC)	5,110	18,675
94135 (HUNTERS PT. NAVAL SHIPYARD)		22,727



# MONITOR STATION EXPOSURE RECORD

## INSTRUCTIONS

- [illegible]

## RADIATION EXPOSURE RECORD

Date	Initial Reading	Final Reading	Dose
------	-----------------	---------------	------

Date \_\_\_\_\_ Total Exposure \_\_\_\_\_

Signature \_\_\_\_\_

## Appendix R

### RADIOLOGICAL OPERATIONS

#### HAZARD-SPECIFIC RESPONSE CHECKLIST LISTINGS

This Appendix includes Emergency Action Checklists to be accomplished as appropriate in response to the events listed below. There is no significance in the order of checklist items since many actions will have to be accomplished concurrently.

- R-1 Response to a Major Earthquake.
- R-2 Response to Hazardous Material Incident.
- R-3 Response to a Reservoir Failure.
- R-4 Response to a Conflagration.
- R-5 Response to a Tsunami Inundation.
- R-6 Response to a Seiche Inundation.
- R-7 Response to a Transportation Accident.
- R-8 Response to Civil Disturbance.
- R-9a Response to a Radiological Accident.
- R-9b Response to a State of Increased Readiness.
- R-9c Response to Situation Requiring Sheltering.
- R-10 Response to Earthquake Prediction/Advisory.



# Appendix R-1

## EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

<u>Action</u>	<u>Assigned Responsibility</u>
o Verify reports; poll key facilities to determine the status of their radioactive materials.	Deputy Chief, Operations, SFFD Deputy Director, Environ. Health
o Activate response teams if substantial damage is reported.	Deputy Chief, Operations, SFFD Deputy Director, Environ. Health
o Provide radiation monitors for services without self-help monitors.	Deputy Chief, Operations, SFFD Deputy Director, Environ. Health
o Advise key personnel of results of damage survey.	Director, Department Public Works Deputy Chief, Operations, SFFD

### IF EXTENSIVE DAMAGE IS REPORTED:

o Mobilize all radiological personnel and equipment including private, public, and any other sources.	Deputy Chief, Operations, SFFD Deputy Director, Environ. Health
o Coordinate transportation requirements (i.e. supplies, equipment, etc.) needed by response teams with Transportation Support Service.	Deputy Chief, Admin., SFFD Deputy Director, Environ. Health
o Standby to provide support as situation develops.	Deputy Chief, Admin., SFFD Deputy Director, Environ. Health





## Appendix R-2

### EMERGENCY ACTION CHECKLIST RESPONSE TO HAZARDOUS MATERIAL INCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Activate an on-scene Incident Command Post.	Incident Commander SFFD
o If required, activate the Emergency Coordination Center.	Director, OES Deputy Chief, Operations, SFFD
o Ensure that the Hazardous Material Response Team dispatched to the scene has radiological training and equipment.	Incident Commander SFFD Deputy Director, Environ. Health
o Ensure that the State Office of Emergency Services has been notified.	Deputy Chief Operations, SFFD Director, OES
o Activate the damage assessment and reporting system.	Incident Commander SFFD
o Collect and evaluate incoming data.	Deputy Director, Environ. Health
o Maintain status boards, maps and other essential records.	Deputy Director Environ. Health Incident Commander SFFD
o Obtain an estimate of the area affected by the incident.	Incident Commander SFFD Deputy Director, Environ. Health
o Determine if evacuation is necessary.	Incident Commander SFFD
o Assure all essential emergency services are activated.	Deputy Chief, Operations, SFFD

Response to Hazardous  
Material Incident

<u>Action</u>	<u>Assigned Responsibility</u>
o Establish contact with appropriate state agency coordinator(s).	Deputy Chief Operations, SFFD Deputy Director Environ. Health
o Coordinate activities of private radioactive materials clean-up companies with appropriate Radiologic Health Agency(s).	Deputy Director Environ. Health
o Report situation and support requirements to State OES Region 2 office.	Deputy Director Environ. Health Deputy Chief, Admin., SFFD
o Activate, as might be required, Emergency Public Information procedures.	Deputy Chief, Operations, SFFD Deputy Director Environ. Health

Appendix R-3

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A RESERVOIR FAILURE

<u>Action</u>	<u>Assigned Responsibility</u>
o Contact known licensees in the area of inundation and determine their situation.	Deputy Director Environ. Health Deputy Chief, Operations, SFFD
o Coordinate with San Francisco Water Department.	Deputy Chief Operations, SFFD
o If required, activate Emergency Coordination Center.	Deputy Chief Operations, SFFD Director OES
o Standby to coordinate support required as situation develops.	Deputy Chief Admin., SFFD Director OES
o Coordinate law enforcement and traffic con- requirements.	Incident Com- mander
o Coordinate requirements for care and shelter.	Red Cross Director OES



# Appendix R-4

## EMERGENCY ACTION CHECKLIST RESPONSE TO A CONFLAGRATION

<u>Action</u>	<u>Assigned Responsibility</u>
o Coordinate with Environmental Health, Department of Public Health.	Deputy Chief, Operations, SFFD
o If required, activate the Emergency Coordination Center.	Deputy Chief, Operations, SFFD Director, OES
o Request, as might be required, Radiological Response Team(s).	Incident Commander Deputy Chief, Operations, SFFD
o Ensure the State Office of Emergency Services has been notified.	Deputy Chief, Operations, SFFD Deputy Director Environ. Health Director, OES
o Collect and evaluate incoming data.	Deputy Director Environ. Health
o Obtain an estimate of the area affected.	Incident Commander Deputy Director Environ Health
o Determine if evacuation is necessary.	Incident Commander
o Assure all essential emergency services are activated.	Deputy Chief, Operations, SFFD Deputy Director Environ. Health
o Request mutual aid, as might be required.	Deputy Chief, Operations, SFFD





Appendix R-5/ Appendix R-6

**EMERGENCY ACTION CHECKLIST**  
**RESPONSE TO A TSUNAMI/SEICED INUNDATION**

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
o Contact known licensees, in the area of inundation, and determine their situation.	Deputy Director, Environ. Health SFFD
o If required, activate Emergency Coordination Center.	Deputy Chief, Operations, SFFD Director, OES
o If activated, provide technical support to the Emergency Coordination Center.	Deputy Director, Environ. Health
o Coordinate with Department of Health Services and Department of Transportation to insure proper handling, transport, and storage of materials.	Deputy Director, Environ. Health
o Standby to coordinate support required as situation develops.	Deputy Chief, Admin., SFFD Director, OES Deputy Director, Environ. Health
o Coordinate requirements for care and shelter, if required.	Red Cross Director, OES



# Appendix R-7

## EMERGENCY ACTION CHECKLIST RESPONSE TO A TRANSPORTATION ACCIDENT

<u>Action</u>	<u>Assigned Responsibility</u>
o Report to Incident Commander.	Deputy Director Environ. Health
o Test for presence of radiological material in and around incident site.	Incident Commander Deputy Director Environ. Health
o Activate damage assessment and reporting system.	Incident Commander
o Determine if evacuation is necessary, Services.	Incident Commander Deputy Director Environ. Health
o Notify State OES and Department of Health Services.	Deputy Director Director, OES
o Provide for a means of decontamination and containment checks, as might be required.	Incident Commander Deputy Director Environ. Health
o Coordinate clean-up activities with the State Department of Health Services, as might be required.	Deputy Director Environ. Health
o Coordinate material removal with Federal Aviation Administration, as might be required.	Deputy Director Environ. Health Incident Commander
o Coordinate material removal with Department of Transportation, as might be required.	Deputy Director Environ. Health Incident Commander



# Appendix R-8

## EMERGENCY ACTION CHECKLIST RESPONSE TO CIVIL DISTURBANCE

<u>Action</u>	<u>Assigned Responsibility</u>
o Contact licensees in incident area and determine their situation.	Deputy Director Environ. Health Deputy Chief, Operations, SFFD
o Provide advice to licensses on how to protect their facilities.	Deputy Director Environ. Health Incident Comdr., SFPD
o Be prepared to provide technical support to Emergency Coordination Center, if activated.	Deputy Director Environ. Health
o Standby to provide support as situation develops.	Deputy Chief, Operations, SFFD
o Report to Incident Commander - SFPD - for briefing, as might be required.	Deputy Director Environ. Health
o If determined as appropriate, alert SFFD monitoring elements to the situation.	Deputy Director Environ. Health
o Provide facility protection to identified licensees.	SFPD Incident Commander
o Be prepared to provide technical advice and support to the Incident Commander.	Deputy Director Environ. Health
o Coordinate with Red Cross if evacuation is necessary.	SFFD Incident Commander Deputy Director Environ. Health





## Appendix R-9a

### EMERGENCY ACTION CHECKLIST RESPONSE TO A RADIOLOGICAL ACCIDENT

RESPONSE OBJECTIVES: Situation Assessment, Evaluation, Containment  
and Hazard Abatement.

<u>Action</u> -----	<u>Assigned Responsibility</u> ---
<b>RADIOLOGICAL ACCIDENT REPORTED</b>	
o Verify reports, notify appropriate response agencies, consider activation of Emergency Coordination Center and emergency response organization.	Deputy Chief, Operations, SFFD Deputy Director Environ. Health
o Set up safe perimeter, isolate area, initiate traffic and crowd controls, assign and equip monitor personnel.	Incident Commander Deputy Director Environ. Health
o Identify type, form, amount and strength of substance. Identify companion effects and hazards.	Deputy Director Environ. Health Incident Commander Poison Control Center
o If situation involves military ordinance, notify Sixth U.S. Army.	Deputy Chief Operations, SFFD Deputy Director Environ. Health Incident Commander
o Notify State Department of Health Services and State OES - Radiological Division and others, as might be required.	Deputy Director Environ. Health Director, OES
o Assess contamination area and need for monitoring and/or evacuation.	Incident Commander Deputy Director Environ. Health
o Provide area and equipment for field decontamination, as required.	Deputy Director Environ. Health Deputy Chief, Operations, SFFD Deputy Dir., Operations, DPW

Response to a  
Radiological Accident

<u>Action</u>	<u>Assigned Responsibility</u>
o Determine, in coordination with Emergency Medical Services, availability of health facilities and medical support.	Deputy Director Environ. Health Incident Commander
o If situation is containable, take appropriate actions and report; request clean-up, as required.	Incident Commander Deputy Director Environ. Health
o Advise Emergency Services organizational elements of need for technical assistance and/or mutual aid.	Incident Commander Deputy Director Environ. Health
o Provide decontamination of victims, responder personnel and equipment.	Deputy Director Environ. Health Deputy Chief, Admin., SFFD Director, DPW

Appendix R-9b

EMERGENCY ACTION CHECKLIST  
RESPONSE TO A STATE OF INCREASED READINESS

RESPONSE OBJECTIVES: Situation Assessment, Evaluation, Emergency  
Training, Supply and Movement

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
---------------------	--------------------------------------

STATE OF INCREASED READINESS PROCLAIMED

Condition FOUR - Normal Peacetime.

- |  |  |
|--|--|
| o Develop and improve emergency organization, staffing, resources, and support systems.  | Deputy Chief,<br>Operations, SFFD<br>Deputy Director<br>Environ. Health<br>Director, OES<br>Director, DPW  |
| o Develop, review, update, and maintain plans, annexes, SOPs, alert lists, and prepare and maintain emergency manpower and equipment resource lists. | Deputy Chief,<br>Operations, SFFD<br>Deputy Director<br>Environ. Health<br>Director, Emergency<br>Medical Services<br>Director, OES<br>Director, DPW |
| o Develop fallout shelter capacity. Prepare plans for stocking, use and management of shelters.  | Director, OES<br>Red Cross<br>Gen. Mgr., DSS   |
| o Develop and improve Emergency Coordination Center and coordinate improvement of other control systems as necessary.                                | Director, OES  |
| o Improve emergency communications, warning, radiological management, situation intelligence, public information and mass care systems.              | Department Heads<br>Red Cross  |
| o Conduct and participate in tests, exercises and training programs; prepare plans for accelerated emergency training.                               | Department Heads<br>Red Cross  |

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>Condition FOUR</u> - cont'd.	
o Conduct public information programs in readiness and survival actions.	Mayors Press Aide Director, OES
<u>Condition THREE</u> - <u>Situation warrants increased readiness of government without formal notification of the general public</u>	
o Notify key personnel of the emergency services organization.	Mayor Director, OES Department Heads
o Inform city officials, employees and local leaders of increased readiness plans and actions.	Mayor Director, OES Department Heads
o Establish priorities on increased readiness actions throughout city departments and agencies.	Mayor Director, OES Department Heads
o Review/update plans and procedures for warning and mobilization of the emergency services organization and the general public	Mayor Director, OES Department Heads
o Check shelter stocks, signs, and communications systems.	Director, OES Director, DPW Gen. Mgr., Dept. of Electricity
o Check assignment plans, movement plans, in-shelter activities, and emergency control plans.	Director, OES Gen. Mgr., MUNI Gen. Mgr., DSS
o Check availability and readiness of all regular and auxillary emergency personnel.	All Department Heads
o Review and update accelerated training; conduct training in emergency skills.	All Department Heads

Response to a State  
of  
Increased Readiness

<u>Action</u>	<u>Assigned Responsibility</u>
---------------	--------------------------------

Condition THREE - cont'd.

- |   |   |
|---|---|
| o Distribute emergency literature, as needed or required. | Director, OES                                     |
| o Check readiness to impose emergency controls.           | Mayor<br>Director, OES<br>All Department<br>Heads |

Condition Two - Situation indicates great risk of war, requiring precautionary preparation for war on all levels of government and by the general public.

- |   |   |
|---|---|
| o Alert city officials and personnel of the emergency services organization.  | Mayor<br>Director, OES<br>All Department<br>Heads   |
| o Place cadre staff on 24 hour standby at control facilities for possible full activation.  | Mayor<br>All Department   |
| o Increase fallout shelter capacity and readiness:  |   |
| - Improve licensed structures and provide for use unlicensed structures which provide fallout protection.   | Mayor<br>Director, OES<br>Director, DPW   |
| - Insure facilities are marked, stocked, and ready for occupancy; shelter management personnel and communications systems available and operable. | Mayor<br>Director, OES<br>Director, DPW<br>Gen. Mgr., DSS<br>Gen. Mgr., Dept.<br>of Electricity |
| o Advise public of emergency shelter actions and locations.   | Director, OES<br>Public Information<br>Officer (Mayor's<br>Press Aide)                          |

Response to a State  
of  
Increased Readiness

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<u>Condition TWO</u> - cont'd.	
o Test and improve communications and information reporting systems.	Gen. Mgr., Dept. of Electricity Director, OES All Department Heads
o Intensify training of emergency service workers general public in emergency skills.	Mayor Director, OES All Department Heads
o Transfer essential resources, vital records, vital records, and alert general public of protected or low risk sites.	All Department Heads Mayor Director, OES
o See that all key personnel and successors are supplied with identification.	Director, OES All Department Heads
o Keep emergency services organization and public informed of situation and actions that should be taken to reduce vulnerability	Mayor Director, OES All Department Heads
o Assess readiness actions, progress, and pri- ority operations.	Mayor Director, OES All Department Heads



Response to a State  
of  
Increased Readiness

<u>Action</u>	<u>Assigned Responsibility</u>
<u>Condition ONE - War is imminent or inevitable - attack warning is issued</u>	
o Mobilize full emergency services organization.	Mayor Director
o Fully activate City Emergency Coordination Center; assign shift schedules; make provisions for feeding, rest, etc.	Mayor Director, OES All Department Heads
o Advise public to listen to EBS; activate and update EBS announcements.	Mayor Director, OES Public Information Officer (Mayor's Press Aide)
o Complete intensified training and preparations for attack.	All Department Heads



# Appendix R-9c

## EMERGENCY ACTION CHECKLIST RESPONSE TO A SITUATION REQUIRING SHELTERING

RESPONSE OBJECTIVES: Movement, Shelter, Monitoring, Decontamination and Reporting.

<u>Action</u> -----	<u>Assigned Responsibility</u> -----
<b>SITUATION REQUIRES SHELTERING OF POPULATION</b>	
o Check for correct identification, staffing and stocking of shelter, Cross	Director, OES Gen. Mgr., DSS Red
o Register and check shelterees; send status report to control facility (ECC).	Shelter Mgr., DSS Shelter Mgr., ARC
o Advise shelterees of basic operations, schedules, and assign duties.	Shelter Mgr., DSS Shelter Mgr., De-C
o Monitor radiation levels inside and outside of shelter and report to control (ECC).	Shelter Mgr., DSS Shelter Mgr., ARC
o Monitor and advise supply status and need for resupply.	Gen. Mgr., DSS Red Cross
o Gather and report situation intelligence to shelterees and control facility (ECC).	Shelter Mgr., DSS Shelter Mgr., ARC
o Advise shelter manager and control facility (ECC) of projected limited exposure and final emergence levels.	Radiological De- fense Officer (RDO)
o Monitor, maintain and report personnel exposure levels.	Deputy Director Environ. Health Director EMS, DPH
o Maintain incident log and compile After-Action Report.	Director, OES Radiological De- fense Officer (RDO)
o Secure shelter; account for supplies, equipment, and personnel.	Shelter Mgr., DSS Shelter Mgr., ARC



# Appendix R-10

## EMERGENCY ACTION CHECKLIST RESPONSE TO EARTHQUAKE PREDICTION/ADVISORY

The following presumes that a valid prediction/advisory of an earthquake that would significantly affect the city is in effect.

<u>Action</u>	<u>Assigned Responsibility</u>
o Notify appropriate managers and private sector response/provider elements, as well as licensees.	Mayor Director, OES Deputy Director Environ. Health
o Brief key personnel; in describing the prediction follow the wording of information received from OES.	Deputy Chief Operations, SFFD Deputy Director Environ. Health All Department Heads
o Give employees a copy of Attachment R-10-A, which provides guidance on measures to take to better prepare for an earthquake at home or at work.	All Department Heads
o Re-schedule vacations or work schedules of key personnel in relation to expected time of earthquake to maintain at least a minimal earthquake response capability at all times.	All Department Heads
o Review department response plan procedures to ensure that key personnel would attempt to return to work during off-shift/work hours, after an earthquake occurred and after they had found their households to be safe, without waiting for a telephone call/radio EBS radio announcement.	All Department Heads
o Review city/departmental policy on granting leaves of absence to employees who wish to remain at home during the expected time of of the earthquake, for earthquakes expected to occur within a very short time frame.	All Department Heads
o Check first aid supply cabinets and review emergency response procedures for tending to injuries.	All Department Heads

Response to Earthquake  
Prediction/Advisory

<u>Action</u>	<u>Assigned Responsibility</u>
<ul style="list-style-type: none"><li>o Where vehicles are parked beneath structures or canopies, move them outdoors avoiding overhead wires or underground natural gas lines.</li></ul>	Dep. Chief, Operations, SFFD Dep. Dir., M&O, DPW Dir. EMS, DPH Department Heads
<ul style="list-style-type: none"><li>o Keep gas tanks of mobile equipment full. Check availability of gas/diesel tankers for field fueling.</li></ul>	Department Heads
<ul style="list-style-type: none"><li>o Return to service as many vehicles that are in for maintenance as possible.</li></ul>	Superintendent of City Shops
<ul style="list-style-type: none"><li>o Reduce the risk of injury, property loss, or service disruption from non-structural damage:<ul style="list-style-type: none"><li>- Move potted plants to lower locations.</li><li>- Secure cabinets/lockers to wall.</li><li>- Secure inadequately attached overhead light fixtures.</li><li>- Restrain hazardous shelf objects.</li><li>- Store fragile items.</li><li>- Keep curtains/blinds closed to protect against the possibility of flying glass.</li><li>- Arrange for backup of computer operations.</li></ul></li></ul>	All Department Heads
<ul style="list-style-type: none"><li>o Upon advice of Director, Public Works, close any potentially damage-prone type buildings.</li></ul>	All Department Heads
<ul style="list-style-type: none"><li>o Upon advice of Director, Public Works, close any entrances that are located in areas where falling hazards could be expected.</li></ul>	All Department Heads
<ul style="list-style-type: none"><li>o Place staff on alert and predesignate collection and staging areas.</li></ul>	All Department Heads



Response to Earthquake  
Prediction/Advisory

<u>Action</u>	<u>Assigned Responsibility</u>
o Contact all licensees and determine their situation and needs.	Dep. Director Environ. Health District Fire Bat- talion Chiefs
o Coordinate the provision of technical support for the Emergency Coordination Center, as required.	Dep. Director Environ. Health
o Review mutual aid procedures and establish contact with the Regional Radiological Coordinator/Officer.	Dep. Director Environ. Health
o Provide advice to licensees on how to protect their facilities and how to secure and protect their sources.	Dep. Director Environ. Health
o Coordinate planning with State OES, Department of Health Services, Department of Transportation, Nuclear Regulatory Commission.	Director, OES Dep. Director Environ. Health Gen. Mgr., MUNI
o Provide training for monitors and deploy monitoring equipment.	Deputy Chief, Operations, SFFD
o Pre-arrange for clean-up operations with specialists.	Dep. Director Environ. Health



PERSONAL EARTHQUAKE PROTECTION MEASURES

During an Earthquake

Indoors: Protect yourself beneath a desk or table; if in an auditorium, crouch between rows of seats; If in a hallway, sit on floor with back against wall and cover head and back of neck with arms.

Do not use elevators.

Do not attempt to run outdoors. (It is usually safer inside the building, since only a small percentage of buildings are severely damaged in California earthquakes, than to be outside near the building, where there is a higher chance of injury due to falling glass or other falling material. Attempting to run out of doors would usually take much longer - especially when the building is shaking and it is difficult to walk - than the earthquake would last, or approximately 10 to 45 seconds of seconds of strong shaking.)

Outdoors: Move away from nearby buildings or walls, and out from under overhead wires.

Driving: Pull over to the side of the road or street (not under a bridge or overpass, or under overhead wires.).

Preparations Before an Earthquake

Plan on Separation of Members of a Household

Plan on a telephone outage and traffic jams after an earthquake. Your family should be made aware of this so that unnecessary anxiety does not occur if there is no way to communicate and the household's members are separated.

Parents should check with their children's schools to determine whether it is the school's policy to keep students at the school until called for, or let them go home unattended.

Use the Phone Only in an Emergency

To keep the phone lines from being tied up by non-emergency calls, do not use the phone immediately after the earthquake, at least for several hours, except for an emergency.

Use the Phone Only in an Emergency - cont'd.

All members of the household could have in their wallets/purses however, the same telephone number of a friend or relative who lives completely outside the immediate area, with whom everyone could check in if long distance circuits happen to be more functional than local calls.

Telephone Book Earthquake Information

Review and keep handy the Earthquake page of the First Aid and Survival Guide at the front of the telephone directory. It provides guidance on shutting off gas and water valves or electric switches.

Keep Special Medications and a Few Other Items on Hand

Employees who rely on special medications should be encouraged to keep an extra supply on hand at work in case they are unable to return home as soon as they normally would. It would be prudent for employees to have at work or in their cars:

- Comfortable shoes
- a jacket
- small quantities of snack food or canned beverages

Protect Yourself From Non-structural Damage at Home

The water heater should be strapped to the wall. The best solution is to strap the tank at the top and at the bottom. Straps are made of metal, called metal plumber's tape, which is a perforated flexible metal strapping. Strapping comes in small rolls and can be procured at most hardware stores. Each end of the strap is connected directly to a wall stud with 1/4 inch diameter lag screws about 3 inches long, installed with a washer. Incombustible filler material would be typically needed behind the tank to prevent it from falling toward the wall. Wedge the material in tightly to prevent excessive motion in an earthquake. A flexible natural gas connecting line is also advisable, to accommodate a small amount of movement without pipe breakage. Plumbing expertise is needed to safely replace an existing rigid connection with a flexible one, to make sure there is no gas leakage during or after installation. Do not store fuel, cleaning chemicals, or miscellaneous trash in the same room as the water heater.

Heavy or sharp overhead items that are not properly secured (tall bookshelves not screwed to the wall, for example) are other likely hazards. Small metal angles can be used to attach these objects to the wall studs with screws.



Protect Yourself From Non-structural Damage at Home - cont'd.

Valuable items that are fragile, such as china, vases or pottery, can be wrapped in towels and placed in boxes for temporary safekeeping, or protected to some extent by placing behind short rails on shelves to keep them from toppling to the floor.

Check the Structure of Your Home

This is more appropriate for longer-term preparedness efforts, rather than response to an earthquake prediction/advisory that might occur within hours or days.

The most common earthquake weakness of the structure in a typical wood frame house is probably the lack of anchor bolts tying the house to the foundation. The bottom most piece of wood in the house, the sill or mud-sill, usually a 2x4 or 2x6 laid flat, must be bolted to the concrete of the foundation to keep the house from sliding off its foundation during an earthquake. Most houses built in California during the past two or three decades have these anchor bolts. Many older homes do not. The general solution is to drill holes for new 5/8 inch diameter expansion bolts into the concrete at a spacing of 4 to 6 feet all around the perimeter of the house. A rotohammer with proper sized bit can be rented from a tool supply company, and makes this an easy task if there is access beneath the house.

The local building department can advise on any required building permits. The professional advice of a registered structural engineer should be obtained to obtain an evaluation of a particular structure, rather than relying on the general guidance given herein, if one desires a more precise evaluation and set of solutions than are presented here in these "rules of thumb."







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